



Town of Arlington Board of Selectmen

Meeting Agenda

August 22, 2016

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

1. 2016 FY Overview
Richard Viscay, Comptroller
2. Vote: Recommended Pilot Program - Mary Street/Kelwyn Manor Traffic Concerns
Adam W. Chapdelaine, Town Manager

CONSENT AGENDA

3. Minutes of Meetings: July 18, 2016
4. Request: Parking Restriction Waivers on Tufts and Foster Streets, 2016 - 2017 School Year
Deanne Benson, Head of Lesley School
5. For Approval: 'Running with Friends 5K' Signs and Timing of Sign Posting
Ken Greenly, President, Arlington Friends of the Council on Aging
6. Request: Special (One Day) Beer & Wine License, 9/10/16 @ Robbins Memorial Town Hall Auditorium for a Private Wedding
Jennifer Freedson, Chive Events
7. Request: Special (One Day) Beer & Wine License, 9/17/16, for 3rd Annual Moonlight Beach Party @ Arlington Reservoir Beach
Jim Feeney, Interim Director of Recreation
8. Request: Special (One Day) Beer & Wine License, 9/30/16 @ Smith Museum for Arlington Historical Society Wine Reception
George Parsons, Arlington Historical Society
9. Request: Contractor/Drainlayer License
Dowling Corporation, 713 Dedham Street, Wrentham, MA
10. Appointments of New Election Workers: (1) Jo-Martha Glushko, 619 Summer Street, D, Pct. 19

LICENSES & PERMITS

11. Request: Common Victualler and All Alcohol Licenses
W & C Restaurant Corp., d/b/a Duet, 190-192 Massachusetts Avenue
Cyrille A. Couet and Wayne A. Duprey

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

12. For Approval: Red Maple Tree Removal @ 58 Richfield Road
Cynthia Johnston, 58 Richfield Road
(tabled from 7/18/16 meeting)
13. For Approval: Transportation Advisory Committee Recommendations:
 - a) Crosswalk on Warren Street @ Wyman Street and Beacon Street
Scott Smith, TAC Working Group Lead
 - b) "No Parking from 7:AM -9:00 AM" Sign @ 14 -16 Mill Street
Howard Muise, TAC Chair
Marjorie Moores, TAC
14. For Approval: Abandonment of Easement at 54 Pleasant View Road and Spring Street
Douglas W. Heim, Town Counsel
15. Discussion: Future BoS Meetings
16. Vote: Special Town Meeting, October 12, 2016
Adam W. Chapdelaine, Town Manager
17. For Approval: Opening of Special Town Meeting Warrant

CORRESPONDENCE RECEIVED

Arlington Historical Society Receives Preservation Grant
Stuart Brorson, President, Arlington Historical Society

Solution to Lake Street Traffic Problem at Bike Path
Richie Homs, 17 Marion Road

Request Traffic Pattern Change on Bow Street at Sunset Road
Eric Bourassa, 61 Sunset Road

NEW BUSINESS

EXECUTIVE SESSION



Town of Arlington, Massachusetts

2016 FY Overview

Summary:

Richard Viscay, Comptroller

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Comptroller_Memo.doc	Memo from R. Viscay



Town of Arlington

Office of the Comptroller

869 Massachusetts Avenue – Room 102

Arlington, Ma. 02476

Tel: (781) 316-3330

Fax: (781) 316-3951

Richard Viscay, Comptroller
Cindy Fields, Assistant Comptroller

MEMORANDUM

To: The Honorable Board of Selectmen
From: Richard Viscay, Comptroller
Cc: Adam Chapdelaine, Town Manager
Date: August 17, 2016

RE: FY2016 Overview

The following is meant to be a brief overview of FY2016 from the Comptroller's office and a summary of some of the goals and objectives of this office on behalf of the Selectmen and Town of Arlington. As I type this memo, I realize that it has been one year that I have accepted the position as Comptroller and I appreciate the opportunity that you have given me to oversee the financial operations of the Town, it is a great honor and privilege.

General Overview – Comptroller's office:

The Comptroller's office was in transition in FY2016. The long standing Comptroller retired and several staff members had been out of work for various reasons, leaving the office shorthanded for many months. Furthermore, the departure of the Deputy Town Manager shifted some of the budgeting responsibilities on this office. We were able to assist the Town Manager in the transition by working cooperatively with all the Town Departments to facilitate with the budget process until a new Deputy Town Manager was hired.

I am happy to report as of today, we are fully staffed and ready for all of the challenges that are current, as well as those that are upcoming, some of which I will discuss throughout this memo.

Financial Audits:

FY2015: The Town had a very successful FY2015 audit, with very few management letter comments, none of which were considered reportable conditions, but rather suggestions on how the Town could better function internally...best practices. We have been working throughout the year on these comments, and hope to have them all rectified by the end of the calendar year.

FY2016: The Town is in the process of having the FY2016 audit performed by Powers and Sullivan, CPA. This year, the Town will be doing an enhanced audit, often referred to as a CAFR (Comprehensive Annual Financial Report). The CAFR is meant to encourage state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence "the spirit of transparency and full disclosure". The CAFR is sponsored by the Government Finance Officers Association (GFOA), and the audit, once completed, is submitted to the GFOA for a comprehensive review by selected members of GFOA Special Review Committee that has expertise in public sector financial reporting. If the CAFR meets all the requirements of the GFOA's committee, the Town will be rewarded with a Certificate of Achievement for Excellence in Financial Reporting.

This would have the Town in very select company as one of the few in the Commonwealth who receive recognition from the GFOA for both its budgeting documents and financial statements, and it is our goal in the Comptroller's office to achieve this recognition.

Other Audits/Operational Reviews:

The Comptroller's office has conducted two other significant audits during FY2016, a student activity audit performed by Roselli and Clark, CPA, and an investment assessment of its internal financial system by Tyler Technologies.

Student Activity: The final report of the Student Activity audit should be available for the next meeting of the Selectmen and will be part of your agenda. This audit was to satisfy the language of MGL Chapter 71 Section 47, as well as the policies of the School Committee. I would like to thank Diane Johnson for her help and cooperation in performing this audit. Once the audit is finalized, we will begin to work on addressing all findings and work together to ensure compliance with MGL 71/47, as well as any policies adopted by the School Committee and to adopt best practices as discussed in the Department of Elementary and Secondary Education's (DESE) "Agreed Upon Procedures and Audit Guidelines – Student Activity Funds"

Financial Investment Analysis: Tyler Technologies, Inc. (Tyler) conducted a Financial Investment Analysis for the Comptroller on behalf of the Town to give an overview of how the Town (including Schools) has been using the MUNIS financial software system and its current processes with a goal of implementing procedures and modules that can optimize the way we use technology, as well as to increase the benefits of the MUNIS software system.

The results of the analysis were very helpful, and many of the recommendations of the analysis are being implemented today, including a major upgrade from MUNIS 9.4 to 11.2, an overhaul of the roles based security within the MUNIS system, and a comprehensive review and rewrite of the Town's chart of accounts that will help synergize and facilitate the Town not only in its internal functionality, but also in its reporting requirements to local, state, and federal agencies.

It is also worth mentioning that the Town Treasurer/Collector, in conjunction with the I.T. Department, Town Manager's office, and other various departments and individuals, are working on an overhaul of the current, in house cash management, cashiering, RE/PP tax billing, accounts receivable, utility billing and collections, and motor vehicle tax billing and collections. As it currently stands, MUNIS will be implemented for cash management, cashiering, RE/PP tax billings and accounts receivables. Utility billing/collections and motor vehicle excise tax billing and collectors are being vetted as part of an Request for Proposals solicitation (RFP).

Policies and Procedures:

The Comptroller's office will be working on a set of formal policies and procedures to help to clarify and simplify (whenever possible) the day to day operations of the office. Some of the current initiatives that have been done or are currently under review are as follows:

- Quarterly Reconciliations of Grant, Gift, and other Special Revenue Accounts
- Travel and Reimbursement Policies and Procedures
- Purchasing Card Policies and Procedures
- Workflow Administration of Requisitions and Purchase Orders

It is a goal of the Comptroller's office in FY2017 to begin to formalize and distribute policies and procedures for the above bulleted items, as well as regular standard operating procedures of the office with the hope that these clearly written policies and procedures will help the Town and its employees to better understand how we operate, as well as to educate as to why we operate as such.

Summary:

I hope that this memo is useful to give a brief snapshot of what is happening in the Comptroller's office during my first full year in Arlington. I would like to thank you for your support and your confidence in hiring me as the Comptroller of the Town. I would also like to thank Adam Chapdelaine, and all the staff in the Town Manager's office for all of his help during this transition, as well as Marie Krepelka and her staff for helping me all year with anything I've asked. Finally, I would like to thank my staff for working diligently during all of the transition, staffing wise, as well as logistically. As you may know, we have moved my office from one room into the former office space of the Retirement Board, and also rearranged the staff's office in a manner that should help promote professionalism and serve the Town and stakeholders as best as possible.



Town of Arlington, Massachusetts

Vote: Recommended Pilot Program - Mary Street/Kelwyn Manor Traffic Concerns

Summary:

Adam W. Chapdelaine, Town Manager

ATTACHMENTS:

Type	File Name	Description
▢ Document for Approval	Lake_Mary_Kelwyn_Traffic_Pilot.pdf	Memorandum to Board



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Pilot Signage Program to Address Traffic Concerns on Mary Street and Kelwyn Manor

Date: August 18, 2016

As the Board is aware, residents of both Kelwyn Manor and Mary Street have expressed serious concern about the volume and speed of traffic utilizing neighborhood streets as means of avoiding congestion on Lake Street. After meeting with residents, and Town staff from the Police Department and DPW (Engineering & Highway), we have agreed that these concerns are well founded, and are potentially exacerbated by apps such as Waze, that direct drivers onto neighborhood streets. So, based upon this, we are recommending that the Board adopt a six (6) month pilot signage program to attempt to address these concerns. The recommendations are as follows:

- APD to conduct pre-pilot volume counts during the week of September 5th
- The following signs to be erected from September 12th – February 28th
 - Wilson Ave – Do Not Enter -7-9am & 4-7pm
 - Littlejohn St – Do Not Enter – 7-9am & 4-7pm
 - Homestead Rd. – Do Not Enter – 7-9am & 4-7pm
- APD to conduct volume counts during pilot period
- APD to conduct enforcement as resources permit

We are proposing these measures as a pilot program so that we can both gauge the effectiveness of the recommendations, and also to provide an opportunity to monitor any potential unintended consequences that may result from the program. In addition to the measures listed above, APD staff will be contacting the company responsible for the Waze app to discuss our concerns and investigate any solutions that might be possible.

We look forward to the Board's consideration of this recommendation and will be happy to answer any questions that the Board may have.



Town of Arlington, Massachusetts

Minutes of Meetings: July 18, 2016

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	7.18.16_draft_minutes.docx	Draft Minutes 7.18.16

TOWN OF ARLINGTON
BOARD OF SELECTMEN

Meeting Minutes
Monday, July 18, 2016
7:15 PM

Present: Mr. Dunn, Vice Chair, Mr. Byrne, and Mr. Curro.
Also Present: Mr. Chapdelaine, Mr. Heim, and Mrs. Krepelka.
Absent: Mrs. Mahon, Chair, and Mr. Greeley.

PROCLAMATIONS

1. Proclamation/Presentation: Arlington Soap Box Derby
Cary Conrad
Mr. Dunn read Proclamation and the Board congratulated the Arlington, MA Soap Box Derby Participants as they defend their World Champion Title.

CONSENT AGENDA

2. Minutes of Meetings: June 20, 2016
3. Reappointment: Community Preservation Committee
Clarissa Rowe
(term to expire 6/30/2018)
4. Reappointment: Poet Laureate
Miriam Levine
(term to expire 7/18/2017)
5. Request: Special (One Day) Beer & Wine License, 8/7/16 @ Whittemore Robbins House for "Summer Soiree at Whittemore Robbins House"
Paul McGaffigan, Cyrus E. Dallin Art Museum, Inc.
6. For Approval: Arlington International Film Festival Banners
April Ranck, Executive Director, AIFF

Mr. Byrne moved approval.

SO VOTED (3-0)

APPOINTMENTS

7. Open Space Committee
Brian Kelder (term to expire 6/30/2019)
Mr. Byrne moved approval.

SO VOTED (3-0)

8. Arlington Preservation Fund (ARB designee)
Jennifer Raitt, Director of Planning and Community Development
(term to expire 7/31/2019)
Mr. Curro moved approval. SO VOTED (3-0)
9. Appointments: Zoning Recodification Working Group and Residential Study Committee
Adam W. Chapdelaine, Town Manager
Mr. Byrne moved approval of the At-large, Zoning Recodification Working Group appointment
of Nancy Flynn-Barvik. SO VOTED (3-0)
- Mr. Curro moved approval of the following Residential Study Group as follows:
Real Estate Industry – Bill Copithorne
Development/Construction Industry – Jonathan Nyberg

At-large Members: Wynelle Evans
Pasi Miettinen
Elizabeth Pyle
Steve McKenna

SO VOTED (3-0)

LICENSES & PERMITS

10. Request: Common Victualler License
Nina Trattoria & Pizzeria, 1510 Massachusetts Avenue
Angelo Carhini
Mr. Byrne moved approval subject to all conditions as set forth. SO VOTED (3-0)
11. Request: Food Vendor License
The Local Fare, 2 Lake Street
Caroline Huffstetler/ Michelle Wax/ Rita Ng
Mr. Curro moved approval subject to all conditions as set forth. SO VOTED (3-0)
12. Request: Sidewalk Cafe Permit
Commune Kitchen, 203A Broadway
Richard Niedzwiecki
Mr. Byrne moved approval subject to all conditions as set forth. SO VOTED (3-0)
13. Approval: Sidewalk Cafe Policy Update
Douglas W. Heim, Town Counsel
Mr. Curro moved to table until the August 22nd meeting. SO VOTED (3-0)
14. Approval: Caterers' License
Douglas W. Heim, Town Counsel
Mr. Curro moved approval. SO VOTED (3-0)

CITIZENS OPEN FORUM

Robert Ziemer, 113 Irving Street, appeared before the Selectmen regarding the ongoing excavation work at 108 Irving Street. He thanked the Board of Health for all their work in monitoring the situation. Mr. Chapdelaine stated the Board of Health will be enforcing the Noise Bylaw.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

15. For Approval: Red Maple Tree Removal @ 58 Richfield Road

Cynthia Johnston, 58 Richfield Road

Ms. Johnston did not appear before the Board due to prior commitment.

Mr. Dunn asked that Mrs. Krepelka ask Ms. Johnston for a picture of the tree to be removed and submit said request for the Board's meeting on Monday, August 22nd.

Mr. Byrne moved approval.

SO VOTED (3-0)

16. Request: One Space On Street Overnight Parking @ 35 Addison Street

Dorothy Louise

Ms. Louise did not appear before the Board due to a prior commitment.

Mr. Byrne moved to table.

SO VOTED (3-0)

17. Presentation and Approval: Handicap Parking Space Project

Darcy Devney and Cynthia DeAngelis, Commission on Disabilities

Ms. Devney and Ms. DeAngelis presented their power point presentation showing many months of outreach to the businesses and residents.

The Board thanked them for their excellent presentation and all their time and effort put into this presentation.

The Town Manager stated he would like more feedback from the public before the Board approves a plan to double the Town's handicap parking spaces.

Mr. Dunn stated that over-communication is far more successful than doing essentially the minimum. He would like to make a more successful project and feels more communication is warranted.

Town Manager Chapdelaine stated he feels they did an amazing outreach but would like the Board to allow him to do an e-mail blast and get it out to the media for businesses and residents to look at the map that's been presented. He feels a two week period would be sufficient and he would report back to the Selectmen at their August meeting.

Mr. Byrne moved receipt of report.

SO VOTED 3-0)

18. Request: Bus Stop Relocation @ 134 Massachusetts Avenue

Peter Boretos, The Arlington Diner and Restaurant

Nickolas Boretos, son of the owner of the Arlington Diner and Restaurant appeared before the Board requesting that the Town consider relocating the bus stop that is now in front of the diner. He stated that the bus stop in its present location has a negative impact on their business. He stated the spaces across the street are limited to only 15 or 30 minutes which is another factor limiting his patron's options for parking.

Mr. Chapdelaine stated the decision was made to move the bus stop after many discussions with the planners of the Mass Avenue Corridor Project.

Mr. Curro and Mr. Byrne asked that this request be referred to Officer Corey Rateau and the Planning Dept. for review and recommendations.

Mr. Byrne moved approval.

SO VOTED (3-0)

19. Arlington Housing Production

Department of Planning and Community Development

Mr. Byrne moved to adopt the Arlington Housing Production Plan.

SO VOTED (3-0)

He stated that this is an important document moving forward as to what we will look like in the future.

20. Vote: Approval of Community Choice Aggregation Plan

Adam W. Chapdelaine, Town Manager

Mr. Curro moved to approve the Community Choice Aggregation Plan as presented by Town Manager Chapdelaine.

SO VOTED (3-0)

21. Discussion: Homeless Study Commission

Douglas W. Heim, Town Counsel

Town Counsel Heim presented a proposal for the new group designed to study homelessness in Arlington. The original proposal would have banned camping on public land in Arlington.

Town Counsel Heim recommended the Board vote to create a Task Force.

Mr. Steven Revilak, 111 Sunnyside Avenue, voiced concerns regarding the previous bylaw at the February 10th meeting of the Board. Tonight he stated he really appreciated the Board deciding to form the task force to study this issue. He realizes it is a sensitive issue, but is glad the Town is making an effort to do the right thing.

Mr. Byrne moved approval to form said task force.

SO VOTED (3-0)

Mr. Dunn and Mr. Curro thanked Town Counsel Heim for his work and applauded the process.

After all members are appointed, the group is expected to study the issues and make recommendations to the Town Manager to bring a proposal to Town Meeting in 2017. Said group to be dissolved on the completion of the Annual Town Meeting 2017. The task force group will be Chaired by Jennifer Raitt, Planning Director or her designee and the Chair will work with Town Manager Chapdelaine.

CORRESPONDENCE RECEIVED

Parking on Acton Street

Christine Hagg, 15 Acton Street

Mr. Curro asked that Ms. Hagg's letter be referred to the Police Department for review and recommendations.

SO VOTED (3-0)

Request Memorial Naming of the ATED Visitor Center for Roland Chaput

Angela M. Olszewski, Chair, Arlington Committee on Tourism and Economic Development

Mr. Curro moved that Ms. Olszewski's letter be referred to the Public Memorial Committee.

SO VOTED (3-0)

Municipal Elections to the Boston Region Metropolitan Planning Organization

Paul Regan, Executive Director, MBTA Advisory Board

Marc Draisen, Executive Director, Metropolitan Area Planning Council

Mr. Curro moved that this request be referred to Town Manager Chapdelaine for review and recommendations.

SO VOTED (3-0)

Request for Action on Three Traffic Issues

Paul Schlichtman via e-mail

Mr. Curro moved that Mr. Schlichtman's letter be referred to Town Manager Chapdelaine for review and recommendations.

SO VOTED (3-0)

NEW BUSINESS

Town Counsel Heim thanked Attorney Edward Marlenga and Para Legal Peter Buckley for all their work the past month with litigation cases and the new laws regarding Public Record requests.

Town Manager Chapdelaine thanked the Board for attending the Manager's Goal Setting and Selectmen's Goal Setting Meeting this past Saturday. He feels it was a very productive session and always looks forward to said meeting.

Town Manager Chapdelaine reported the passing of Donald Boudreau, a longtime employee of the Arlington Council on Aging. A Funeral Mass will be held on Thursday at 9:00 a.m. at St. Agnes Church. Donald was a beloved van driver for many years.

Mr. Byrne stated he also enjoyed Saturday's Goal Setting Meeting and thought it was very productive.

Mr. Byrne thanked the Police Dept. for their response to the Mystic Street home that was sprayed with a pair of swastikas symbols on the garage doors. The Police Dept. and the Human Rights Commission are investigating this incident.

Mr. Curro acknowledged law enforcement throughout the country have been targeted with hate crimes, etc. and our department has stepped up to the plate in face of these terrible acts and he feels this is a credit to them. He thanked the residents for all their expressions of support and gratitude.

Mr. Curro stated he attended the Police Dept. training facility on July 13 with Chief Ryan and Sheriff Koutoujian. The Middlesex Sheriff's Office Mobile Training Center trailer was parked in front of the Police Dept. for the day. The facility helps officers train when to shoot and more importantly when not to shoot. Officer Hogan participated in the training session to de-escalate the situation.

Mr. Byrne moved to adjourn at 9:15 p.m.

SO VOTED (3-0)

A true record: Attest

Marie A. Krepelka
Board Administrator

Next Meeting of the BOS August 22, 2016

7/18/16

Agenda Item	Documents Used
1	Proclamation/Presentation - Arlington Soap Box Derby
2	Minutes of Meeting - June 20, 2016
3	Reappointment: Community Preservation Committee - Clarissa Rowe - 6-30 -2018
4	Reappointment - Poet Laureate - Miriam Levine - 7-18-2017
5	Request: Special One Day Beer & Wine License- Summer Soiree at Whittemore Robbins House - Cyrus E. Dallin Art Museum, Inc.
6	Approval - Arlington International Film Festival Banner
7	Appointment: Open Space Committee - Brian Kelder - 6-30-2019
8	Appointment: Arlington Preservation Fund (ARB designee) Jennifer Raitt, Director Of Planning and Community Development - 7-31-2019
9	Appointment: Zoning Recondification Working Group and Residential Study Committee: At-Large Zoning Recodification Working Group appointment Nancy Flynn-Barvik Real Estate Industry - William Copithorne, Development Construction Industry - Jonathan Nyberg, At-large Members: Wynelle Evans, Pasi Miettinen, Elizabeth Pyle and Steven McKenna
10	Request: Common Victualler License - Nina Trattoria & Pizzeria, 1510 Mass. Avenue
11	Request: Food Vendor License - The Local Fare, 2 Lake Street
12	Request: Sidewalk Cafe Permit - Commune Kitchen, 203A Broadway
13	Approval: Sidewalk Care Policy Update
14	Approval: Ceterers" License, Douglas W. Heim, Town Counsel
15	For Approval: Red Maple Tree Removal - 58 Richfield Road
16	Request: One Space On Street Overnight Parking at 35 Addison Street
17	Presentation and Approval: Handicap Parking Space Project
18	Request: Bus Stop Relocation at 134 Massachusetts Avenue
19	Arlington Housing Production - Dept. of Planning and Community Development
20	Vote: Approval of Community Choice Aggregation Plan, Adam Chapdelaine, Town Mgr.
21	Discussion Homeless Study Commission, Douglas Heim, Town counsel
Corr. Rec'vd	Parking on Acton Street Christine Hagg, 15 Acton Street Request Memorial Naming of the ATED Visitor Center for Roland Chaput Angela M. Olszewski, Chair, Arlington Committee on Tourism and Economic Development

	<p>Municipal Elections to the Boston Region Metropolitan Planning Organization Paul Regan, Executive Director, MBTA Advisory Board Marc Draisen, Executive Director, Metropolitan Area Planning Council</p> <p>Request for Action on Three Traffic Issues Paul Schlichtman via e-mail</p>
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Town of Arlington, Massachusetts

Request: Parking Restriction Waivers on Tufts and Foster Streets, 2016 - 2017 School Year

Summary:

Deanne Benson, Head of Lesley School

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Lesley_Ellis_School_request.pdf	Letter from Ms. Benson, Meeting Notice



41 Foster Street ■ Arlington, Massachusetts 02474-6813



lesley
ellis
school

a schools for children program

781.641.5987 *tel*

781.641.1052 *fax*

*Agenda
8/22/16*

July 27, 2016

Office of the Board of Selectmen
Town of Arlington
730 Mass. Ave.
Arlington, MA 02476-4908

Dear Board Members,

We are writing to request that the parking restrictions ("Residents Only, 7:00 a.m.-5:00 p.m., Monday – Saturday") on Tufts and Foster Streets be waived on the following dates and times during the 2016-2017 school year:

Wednesday, September 7: 12:00 Dismissal (first day of school), from 11:45-12:30
Wednesday, September 28: 12:30 Dismissal, from 12:15-12:45
Wednesday, November 16: 12:30 Dismissal, from 12:15-12:45
Wednesday, November 23: 12:00 Dismissal, from 11:45-12:15
Saturday, January 7: Concert for Children, from 9:30-12:30
Wednesday, February 1: 12:30 Dismissal, from 12:15-12:45
Wednesday, April 5: 12:30 Dismissal, from 12:15-12:45
Saturday, April 29: Used Clothing Sale, from 8:00-11:00
Friday, May 12: Spring Visiting Day, from 8:00-12:45
Wednesday, May 24: Parent Breakfasts, from 8:00-10:00
Tuesday, June 13: 12:00 Dismissal (last day of school), from 11:45-12:30

We anticipate that there will be many cars parked on Tufts and Foster Streets on these dates and times. Notification has been sent to our neighbors on these two streets (see attachment). Please feel free to call me if you have any questions about this request.

Sincerely,

Deanne Benson

Deanne Benson
Head of School



41 Foster Street ■ Arlington, Massachusetts 02474-6813



**lesley
ellis
school**

a schools for children program

781.641.5987 *tel*

781.641.1052 *fax*

July 27, 2016

Dear Neighbor,

We are in the process of requesting that the parking restrictions ("Residents Only, 7:00 a.m.-5:00 p.m., Monday – Saturday") on Tufts and Foster Streets be waived on the following dates during the 2016-2017 school year:

Wednesday, September 7: 12:00 Dismissal (first day of school), from 11:45-12:30
Wednesday, September 28: 12:30 Dismissal, from 12:15-12:45
Wednesday, November 16: 12:30 Dismissal, from 12:15-12:45
Wednesday, November 23: 12:00 Dismissal, from 11:45-12:15
Saturday, January 7: Concert for Children, from 9:30-12:30
Wednesday, February 1: 12:30 Dismissal, from 12:15-12:45
Wednesday, April 5: 12:30 Dismissal, from 12:15-12:45
Saturday, April 29: Used Clothing Sale, from 8:00-11:00
Friday, May 12: Spring Visiting Day, from 8:00-12:45
Wednesday, May 24: Parent Breakfasts, from 8:00-10:00
Tuesday, June 13: 12:00 Dismissal (last day of school), from 11:45-12:30

We anticipate that there will be many cars parked on Tufts and Foster Streets on these dates and times. Please feel free to call me if you have any questions about this request.

Sincerely,

Deanne Benson

Deanne Benson
Head of School

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

August 8, 2016

Deanne Benson
Lesley Ellis School
41 Foster Street
Arlington, MA 02474

Dear Ms. Benson:

We are in receipt of your correspondence of July 27th in which you request waivers to the parking restrictions on Tufts and Foster Streets. Your request will appear on the August 22nd Selectmen's Agenda under "Consent Agenda". Although it is not necessary for you to be in attendance, you may do so if you are so inclined.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

For Approval: 'Running with Friends 5K' Signs and Timing of Sign Posting

Summary:

Ken Greenly, President, Arlington Friends of the Council on Aging

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Friends_of_ACOA.pdf	Sign Request, Friends of the Council on Aging

July 27, 2016

Board of Selectman
Arlington Town Hall

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476

2016 JUL 28 AM 2:22

Dear Selectmen;

This letter is to request approval and timing of sign posting, in accordance with town by laws and sign posting requests over the past 6 years by the Friends of the Arlington Council on Aging, for the 7th Annual Charitable **"RUNNING WITH FRIENDS 5K"** road race. A copy of the signs to be posted is attached.

We plan to utilize the same locations for these signs as in the past races, except for 2 new specific locations cited below and a limited number of signs on the perimeter of the town designed to inform runners of our Race. Proposed locations are as follows: (See Attached Map)

- New 4' x 2' sign at Medford and Mystic streets Rotary
- Entry to Bike Path at Crossing Streets
- A frame sign at Bike Path entry at Kickstand Café and Trader Joe's locations (Trader Joes has approved this placement)
- Along Mystic Valley Parkway
- Jogging path adjacent to Spy Pond and Rt 2

Separately, signs to be installed near parks and schools in town are pre approved in accordance with the Department of Parks and Recreation and School Department Guidelines. A sign adjacent to the Arlington Visitors Center was approved by the Department of Economic Development.

I write to you to formally request that the 7th Annual Friends charity 5K race be allowed to post signage beginning this week until the upcoming race date September 11, 2016. All signs will be removed on race day or the day after. As we would like to post our signs more than 2 weeks in advance of the race, in accordance with the by-law, we will need you approval for such a posting.

The Arlington Friends of the Council on Aging (FCOA) is an all volunteer 501 C3 charitable organization that has raised over \$60,000 for Council on Aging programs in the Town of Arlington over the past 6 years. The signs, the runners they encourage to enter the race and the registration fees they generate, are our primary fundraising tool.

Given that time is of the essence, we request your earliest attention to approve the Friends 5K race signs. In the past we have been approved without appearance before the Board of Selectman but we are prepared to appear to respond to any questions.

I am available to respond for any additional information, at 603 225-8838.

Thank you in advance for your consideration and support of the Friends request.

Sincerely,


Ken Greenly, President

FOR
Arlington Friends of the Council on Aging

An all volunteer 501c3 public charity in support of Arlington senior community programs

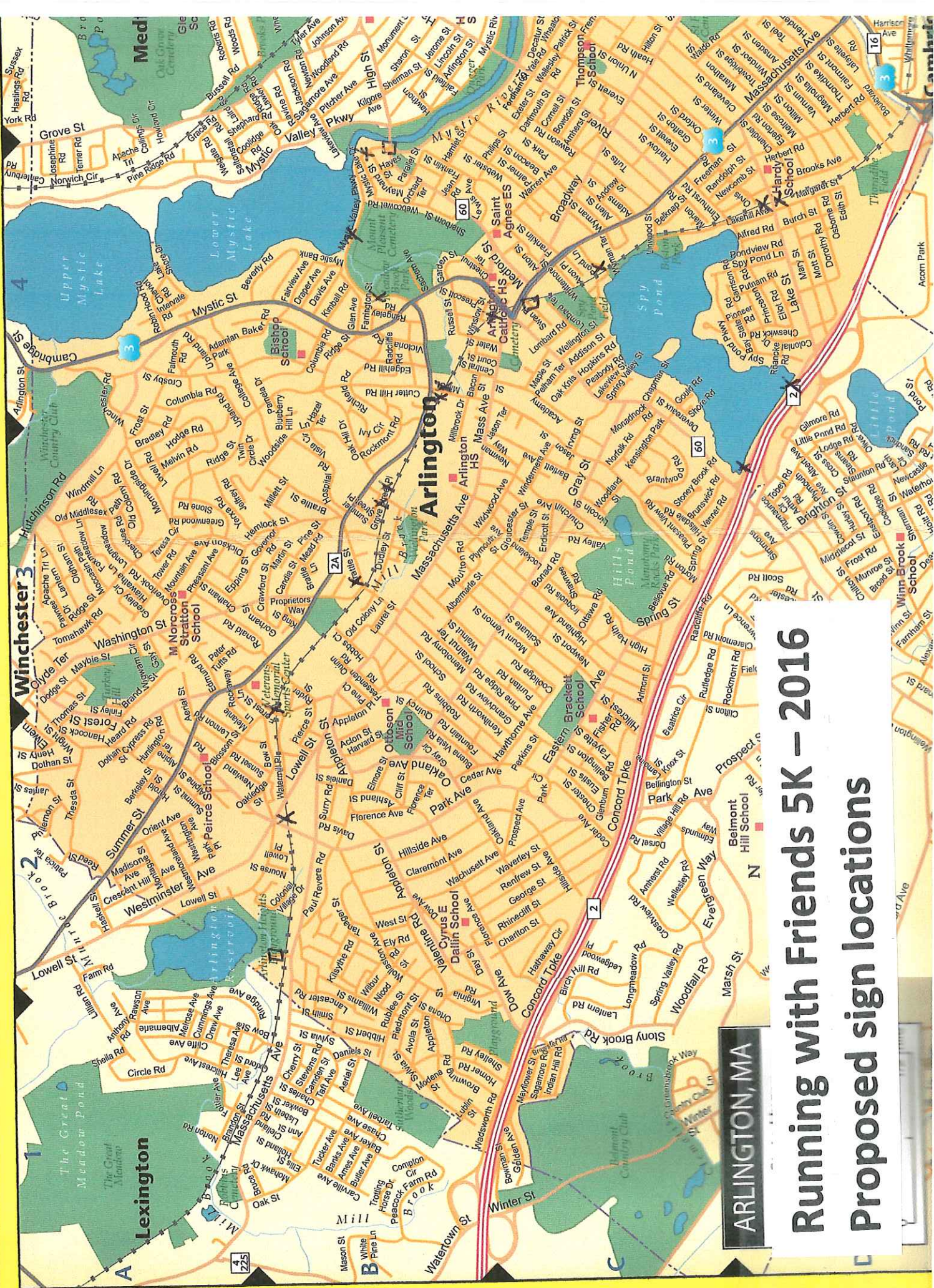
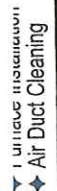


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SERVING ARLINGTON & SURROUNDING AREAS • CABLE TV

• Baseball • Sneakers



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Running with Friends 5K - 2016

Proposed sign locations



7th ANNUAL



RUNNING WITH FRIENDS 5K!

SUNDAY, SEPT. 11, 2016, 10AM

ARLINGTON TOWN HALL 730 MASS AVE

REGISTER ONLINE at:

WWW.FRIENDSARLINGTONCOA.ORG

ELECTRONICALLY TIMED by North Shore Timing

RACE FEE \$25 (\$30 AFTER 9/05/16)

T-SHIRTS-1ST 300, PRIZES, LIVE MUSIC, FOOD

ENTERTAINMENT, RAFFLES,

TO BENEFIT ARLINGTON SENIORS

rain or shine info@friendsarlingtoncoa.org

USATF
CERTIFIED

USATF
CERTIFIED





Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 9/10/16 @ Robbins Memorial Town Hall Auditorium for a Private Wedding

Summary:

Jennifer Freedson, Chive Events

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Chive_Events_One_Day.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: CHIVE EVENTS

Address, phone & e-mail contact information: 252-R RANTOUL ST
BEVERLY MA 01915 978-998-9532
JENNIFER@CHIVEEVENTS.COM

Name & address of Organization for which license is sought:

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☒ No

Name of Responsible Manager of Organization (if different from above):
JENNIFER@CHIVEEVENTS.COM / JENNIFER FREEDSON

Address, phone & e-mail contact information: 12 SYLVESTER AVE, BEVERLY MA
978-998-9532 *SEE ABOVE FOR EMAIL

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

N/A

24-Hour contact number for Responsible Manager on Event date:

JENNIFER FREEDSON: 978 998 9532

Title of Event:

WHITNEY & JASON'S WEDDING

Date/time of Event:

SEPTEMBER 10th 2017 5:00 PM

Location of Event: ARLINGTON TOWN HALL
730 MASS AVE, ARLINGTON MA

Location/Event Coordinator: PATSY KRAEMER

Method(s) of invitation/publicity for Event:

INVITATION ONLY

Number of people expected to attend: 85 ppl

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic):

N/A

Will persons under age 21 be on premises? NO

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

WE WILL CARD ANYWAYS

Have you consulted with the Department of Police Services about your security plan for the Event?

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Date _____

Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

BEER + WINE

What types of food and non-alcoholic beverages do you plan to serve at the Event?

SEE ATTACHED MENU

Who will be responsible for serving alcoholic beverages at the Event?

2 BARTENDERS : SEE ATTACHED TIPS
CERTIFICATES OF SCHEDULED

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

SEE ATTACHED

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

SEE ATTACHED

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc.)

ATLAS LIQUORS : MEDFORD

Date of Delivery: SEP 10th 2016

Alcohol Serving Time (s): 5:00 PM

9:30 PM

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

ATLAS WILL BE RETRIEVING RETURNABLE
BOTTLES ON SEP 11th FROM A LOCKED ROOM IN TOWN HALL

Date of Pick-Up: SEP. 11th 2016

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

SEE ATTACHED

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: _____

Printed title & Organization name: _____

Email: _____

revised: 5/18/2015

reformatted: 2/25/2016



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

17 August 2016

SECURITY PLAN FOR HENDERSON/MEYER WEDDING

A wedding for Whitney Henderson and Jason Meyer will be held on Saturday, September 10, 2016, in the auditorium at Arlington Town Hall. The event is scheduled for 4:30 pm to 11:00 pm.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 90 guests to attend. We anticipate no attendees will be under age.

Patsy Kraemer will be the event coordinator for the event representing Arlington Town Hall. Greg Stathopoulos will be the custodian for the event. Chive will be catering the event and will provide the bartending service as well as the TIPS certified bartending staff. The Henderson family and the Meyer family are all responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/15/16

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lindmark Insurance Agency, Inc 607 North Ave Door 12 Wakefield, MA 01880		CONTACT NAME: JAKE LINDMARK PHONE (A/C No Ext): (781) 245-0100 FAX (A/C No): (781) 246-5553 E-MAIL ADDRESS: Jake@LindmarkInsuranceAgency.com	
INSURED CHIVE- SUSTAINABLE EVENT DESIGN & CATERING LLC. 252-R RANTOUL ST BEVERLY, MA 01915-4211		INSURER(S) AFFORDING COVERAGE INSURER A: UTICA NATIONAL INSURANCE INSURER B: HOSPITALITY MUTUAL INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y		4675526	7/30/16	7/30/17	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALLOWED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			4675526	7/30/16	7/30/17	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	4620423	7/30/16	7/30/17	WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	LIQUOR LIABILITY			00048290LL	9/1/15	9/1/16	PER PERSON 1,000,000 AGGREGATE 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER LISTED AS ADDITIONAL INSURED PER FORMAL CONTRACT

EVENT DATE: SEPTEMBER 10, 2016

EVENT NAME: WHITNEY & JASONS WEDDING

CERTIFICATE HOLDER

CANCELLATION

TOWN OF ARLINGTON ARLINGTON TOWN HALL 730 MASS AVE. ARLINGTON, MA 02476	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

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ACORD 25 (2010/05)

Phone:

The ACORD name and logo are registered marks of ACORD

Fax:

E-Mail:

TIPS CERTIFIED STAFF

BarTime Bartending School

186 Cabot Street, Beverly, MA 01915
978.338.5577



ServSafe® Training Completed

Name:

Diane Howard

Date:

July 26, 2013

Authorized Signature:

[Signature]

BarTime Bartending School

186 Cabot Street, Beverly, MA 01915
978.338.5577



ServSafe® Training Completed

Name:

Lindsey Wishart

Date:

July 26, 2013

Authorized Signature:

[Signature]



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 9/17/16, for 3rd Annual Moonlight Beach Party @ Arlington Reservoir Beach

Summary:

Jim Feeney, Interim Director of Recreation

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	One_Day_Arlington_Rec...pdf	One Day Application

TOWN OF ARLINGTON



PARK COMMISSIONERS

Jen Rothenberg
Shirley Canniff
Leslie Mayer
Elena Bartholomew
Don Vitters

Recreation Department

August 5, 2016

Arlington Board of Selectmen
C/o Marie Krepelka, Board Administrator
730 Mass Ave.
Arlington, MA 02476

Dear Board of Selectmen,

The Arlington Recreation Department, in conjunction with the Arlington Park Alliance, wishes to host the 3rd Annual Moonlight Beach Party at Arlington's Reservoir Beach on September 17th (Town Day). The Parks and Recreation Commission (PRC) remains supportive of this successful event, which will again serve to raise funds and community awareness for Arlington's parks and open spaces. PRC Chairperson Jen Rothenberg will assist with event coordination.

Please find to follow the Special Alcohol License Application, as well as the event safety plan, which remains unchanged from last year. Thank you for your consideration and continued support.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Feeney", written over a circular scribble.

Jim Feeney
Interim Director of Recreation

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Arlington Parks Alliance/Arlington Recreation Department

Address, phone & e-mail contact information: 422 Summer Street, Arlington, MA 02474

Name & address of Organization for which license is sought: _____

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☒ No

Name of Responsible Manager of Organization (if different from above): _____
Jim Feeney

Address, phone & e-mail contact information: 422 Summer Street, Arlington, MA 02474 – (781) 316-3881, jfeeney@town.arlington.ma.us

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ☐ No ☐ If so, please give date(s) of Special Licenses and/or applications and title of event(s). _____

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

This is the 3rd Annual Event. Last year's event was held on September 12th

24-Hour contact number for Responsible Manager on Event date: Jim Feeney, (781) 858-8632

Title of Event: 3rd Annual Moonlight Beach Party

Date/time of Event: Saturday, September 17, 2015 from 7 pm -11 pm

Location of Event: Arlington Reservoir Beach, Lowell Street

Location/Event Coordinator: Jim Feeney and Jen Rothenberg

Method(s) of invitation/publicity for Event: Invites, electronic outreach, social media

Number of people expected to attend: 200

Expected admission/ticket prices: \$65 for individual ticket and \$120 per couple

Expected prices for food and beverages (alcoholic and non-alcoholic): \$5 for beer and wine, \$2 for soda and water

Will persons under age 21 be on premises? no

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____

Have you consulted with the Department of Police Services about your security plan for the Event?

Yes.

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey P. Rataeuv Date 8/11/16

Pfc. Corey P. Rataeuv.
Printed name/title

POLICE COMMENTS:

Event organizers will request two details.

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

Beer and Wine

What types of food and non-alcoholic beverages do you plan to serve at the Event? _____

Food for event catered by Blue Ribbon BBQ; water and soda also offered

Who will be responsible for serving alcoholic beverages at the Event? Premier Bar Services

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

There will be 2 servers both of whom will be over 21 and tips trained

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Anthony Pericolosi – Tips #4030922, Jim McMullen – Tips #3644869

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) Burke or Horizon

Date of Delivery: 9/16/16

Alcohol Serving Time (s): 7pm-10:30pm - 9/17/16

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
Excess will be picked up and credited to the account on the following workday

Date of Pick-Up: 9/19/2016

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) Certificate of proof of commercial general and liquor liability insurance for Premier Bar Services attached. Town of Arlington will be named as additional insured for event.

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: 

Printed name: Jim Feeney

Printed title & Organization name: Interim Director of Recreation, Town of Arlington

Email: jfeeney@town.arlington.ma.us

APA Moonlight Beach Party at the Res 2016

Saturday, September 17, 2016

7-11pm

Arlington Reservoir Beach

Security Plan

The 3rd Annual Beach party at the Res to support the Arlington Parks Alliance will be held on Saturday, September 17, 2016 from 7-11pm at the Arlington Reservoir. The event will be catered by Blue Ribbon BBQ and 200 people are expected to attend. Two police officers will be hired to assist with event security. All attendees will be over the age of 21 and all attendees will be screened at the door. All event participants will have a bracelet as a way to identify anyone that may have entered without being screened. The perimeter fencing abutting Lowell Street will have a windscreen attached so that alcohol sale and consumption will be blocked from the public view.

Each officer will be available to assist in the event of any issues that may arise onsite at the event. At the beginning and end of the evening, one officer will be available to assist in the parking area. The other officer will be in the fenced beach area of the reservoir to prevent any issues. Each bartender is over age 21, has a TIPS certification and no person will be over served.

There will be a clear organizational structure in place to run the event. There will be one person designated to be solely responsible for the bar and monitoring the crowd for any issues. Any issues identified will be brought to the Director of Recreation and the police officer in charge.

All exits will be reviewed with the attendees by the disc jockey at the beginning of the event and then periodically throughout the evening. All exits will be entirely accessible in the event of a necessary evacuation.



GORDWAL-02

JHOGAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/16/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Roblin Insurance Agency
144 Gould Street Suite 100
Needham, MA 02494

CONTACT

NAME:

PHONE (A/C, No, Ext): (781) 455-0700

FAX

(A/C, No): (781) 449-8976

E-MAIL

ADDRESS: certificates@roblininsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC

INSURER A: Travelers Insurance Co

36161

INSURER B: Torus Specialty Insurance Co.

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Premier Catering & Bar Service LLC
207 Broadway
Arlington, MA 02474

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			680-4B652113-16-42	03/11/2016	03/11/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			88915C164ALI	03/11/2016	03/11/2017	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Issued as evidence of Insurance.

CERTIFICATE HOLDER

CANCELLATION

ISSUED AS EVIDENCE OF INSURANCE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Peter Roblin

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TIPS[®]eTIPS On Premise 2.0

XXX-XX-XXXX

SSN:

7/8/2018

Expires:

XX/XX/XXXX

D.O.B.:

Issued:

7/8/2015

4030922

ID#:

Anthony J Pericolosi
1313 Washington St Apt 308
Boston, MA 02118-2153

For service visit us online at www.gettips.com

TIPS[®] eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 1/22/2014 Expires: 1/22/2017
ID#: 3644869 D.O.B.: XXXXXXXXXX

James P McMullen
59 Fuller Rd
Wayland, MA 01778-4737

For service visit us online at www.gettips.com



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 9/30/16 @ Smith Museum for Arlington Historical Society Wine Reception

Summary:

George Parsons, Arlington Historical Society

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Arlington_Historical_Society_One_Day.pdf	One Day Application

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476

2016 JUL 14 AM 11:14

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Arlington Historical Society, 7 Jason St, Arlington, MA
02476

Address, phone & e-mail contact information: George Parsons, 23 Brewster Rd, Arlington, MA
02476 617 823 7259 ghparsons@msn.com

Name & address of Organization for which license is sought: same

Does this Organization hold nonprofit status under the IRS Code? ☒ Yes ☐ No

Name of Responsible Manager of Organization (if different from above): Stuart Brorson
Address, phone & e-mail contact information: , 7 Kensington Park, Arlington, MA 02476 781 648
2628 sdb@cloud9.net

Has the Applicant or Organization applied for and/or been granted a special liquor license this
calendar year? ☐ No ☐ If so, please give date(s) of Special Licenses and/or applications and
title of event(s).

N/A

Is this event an annual or regular event? If so, when was the last time this event was held and at what
location?

This event was held last year on October 16th, 2015

24-Hour contact number for Responsible Manager on Event date: George Parsons 617 823
7259

Title of Event: Arlington Historical Society Wine
Reception

Date/time of Event: Friday September 30, 2016 5:30-8:30 pm

A handwritten signature in dark ink, appearing to be "JP" or similar initials.

Location of Event: _____ Smith Museum adjacent to the Jason Russell House _____

Location/Event Coordinator: _____ George Parsons _____

Method(s) of invitation/publicity for Event: _____ Ticket sales/postcard/on line groups _____

Number of people expected to attend: _____ 200 _____

Expected admission/ticket prices: _____ \$25 registration required _____

Expected prices for food and beverages (alcoholic and non-alcoholic): _____ \$5 for wine, \$2 for waters/soda _____

Will persons under age 21 be on premises? _____ No _____

If "yes," please detail plan to prevent access of minors to alcoholic beverages. _____ See below _____

Have you consulted with the Department of Police Services about your security plan for the Event? _____ yes-the security plan has been sent to Corey Rateau along with this application _____

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Ofc. Corey P. Rateau Date 8/11/16

Ofc. Corey P. Rateau
Printed name/title

POLICE COMMENTS:

Request at least one detail. Parking should be directed to the municipal lots as the area of Jason & Mass cannot accommodate that much parking.

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)
red and white wines

What types of food and non-alcoholic beverages do you plan to serve at the Event? _____

JP

fruits/cheeses/sweet
treats/waters/sodas _____

Who will be responsible for serving alcoholic beverages at the Event? _____
Premier Bartending/Ed Garland_. He will check ID's on younger appearing attendees
and will not serve underage people _____

What training or certification in responsible alcohol service does this person have? Please attach
certificate or other proof of training for at least one person who will have responsibility for serving
alcoholic beverages at each point of service and who will be present for the entire Event.

See attached Tips
Certificate _____

Please list the names and dates of birth for all people who will be responsible for serving alcoholic
beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Ed Garland
10/3/68 _____

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the
ABCC website: www.mass.gov/abcc) _____

Atlas Liquors, Inc., 156 Mystic Ave, Medford, MA

Date of Delivery: Afternoon of September 30, 2016 _____

Alcohol Serving Time (s): 5:30 pm- 8:30 pm _____

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
George Parsons will take back to Atlas Liquors any excess alcohol on the date of the event
immediately after the
event _____

Date of Pick-Up: September 30, 2016 _____

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any
relevant insurance coverage for the Event, included but not limited to General Liability and Liquor
Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance
coverage.) See attached _____

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: George H Parsons

Printed name: _____
George H Parsons _____

Printed title & Organization name: Trustee, Arlington Historical
Society

Email: ghparsons@msn.com



Arlington Historical Society
7 Jason St, Arlington, Ma. 02476

SECURITY PLAN FOR ARLINTON HISTORICAL SOCIETY WINE RECEPTION

The Arlington Historical Society WINE RECEPTION is a fundraising event sponsored by the Arlington Historical Society. An organizing committee of twelve members of the organization is responsible for the event. George Parsons who is a Trustee and former member of the Board of Directors of that organization is the chair of the planning committee.

The event is scheduled for Friday night, September 30, 2016, 5:30 pm to 8:30 pm, at the Smith Museum at 7 Jason St next to the Jason Russell House.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

Tickets will be sold on line at Eventbrite for the event. We anticipate approximately 200 people to attend. Guests will come and go during the duration of the party - it is not anticipated that everyone will be at the event at the same time. Only legal age adults will be allowed to attend.

As other people arrive at the bar they will be asked for an ID to verify their age by the bartenders if there is any question as to their age.

George Parsons will be the event coordinator for the event. Gregory Stathopoulos will be the custodian for the event. A committee of volunteers from the Arlington Historical Society will also be staffing the party. All these people will be responsible for ensuring that the event runs smoothly. Patsy Kraemer and Alan Jones are members of the Committee and have agreed to lend their experience in crowd control to the event.

A police detail will be hired for the event (if required). This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available on Jason St and on the side streets, as well as on Mass. Ave.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

GORDWAL-02

JHOGAN

DATE (MM/DD/YYYY)

3/16/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roblin Insurance Agency 144 Gould Street Suite 100 Needham, MA 02494	CONTACT NAME:	
	PHONE (A/C, No, Ext): (781) 455-0700 FAX (A/C, No): (781) 449-8976 E-MAIL ADDRESS: certificates@roblininsurance.com	
INSURED Premier Catering & Bar Service LLC 207 Broadway Arlington, MA 02474	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Travelers Insurance Co	36161
	INSURER B : Torus Specialty Insurance Co.	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			680-4B652113-16-42	03/11/2016	03/11/2017	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 100,000	
	<input checked="" type="checkbox"/> Liquor Liability		MED EXP (Any one person)				\$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:		PERSONAL & ADV INJURY				\$ 1,000,000	
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	AUTOMOBILE LIABILITY							
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person)	\$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
B	<input type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		88915C164ALI	03/11/2016	03/11/2017	EACH OCCURRENCE	\$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE	AGGREGATE				\$ 5,000,000	
	DED	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Issued as evidence of Insurance.

CERTIFICATE HOLDER**CANCELLATION**

ISSUED AS EVIDENCE OF INSURANCE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Peter Roblin

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12/10/2015

12/1/2016

Issued: 38942

Expires:

12

ID#:

Trainer Year:

Edward R Garland, Jr.

28 Saunders St

North Weymouth, MA 02191-1014

Trainer Certification Card



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Dowling Corporation, 713 Dedham Street, Wrentham, MA

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Dowling_Corporation_Contractor.pdf	Engineering recommendation, Town application, Meeting notice



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: August 8, 2016

Dear Board Members,

Reference is hereby made to an application by Mike Rose of the Dowling Corporation, to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Dowling Corporation
713 Dedham Street
Wrentham, MA 02093
Ph: 508-509-8992
Email: mike.dowlingcorp@verizon.com

Upon discussion with the contractor and contact with references supplied by the contractor, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Wayne A. Chouinard, P.E.
Town Engineer

CC: File



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☒ Sanitary Sewer ☒ Stormwater Drainage ☒ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: Dowling Corporation

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____

Street Address: 713 Dedham St City/Town: Wrentham State: MA

Primary Phone: 508 509 8992 E-mail: Mike.Dowlingcorp@verizon.net

Length of Time in Business under the same Firm Name: 21 years

Full Name(s) of Principal(s): Stephen Dowling

Primary Contact Person: Michael Rose

Experience/Previous Work

Nature of Typical/Standard Work: Site Work, Utilities, Environmental Remediation

Have you ever performed this type of work in Arlington: ☒ Yes ☐ No

If Yes, Please provide Location: Town Mitigation Work, Sawin St Approximate Date: 8/1/2016

Total Amount of such construction this year: 3 million

Total Amount of such construction last year: 4 million

Total Amount of such construction next previous year: 3 million

Municipal References - Please Attach Written Reference Letters

Municipality: Town of Medway

Primary Contact Name: Judy Lapan Email: JLapan@TownofMedway.org

Municipality: Boston Water & Sewer

Primary Contact Name: Francis McLaughlin Email: McLaughlinf@BWSC.org

Municipality: Town of Wrentham

Primary Contact Name: John Rivers Email: jrivers@wrentham.ma.us

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: DEAN BANK Phone: 508 528 0088

Federal Tax ID or Social Security #: _____

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By/Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: Michael J Rose Date: 8/2/16

Reset Form

Print Form



BOSTON WATER & SEWER COMMISSION
980 HARRISON AVENUE
BOSTON, MA 02119

This is to certify that Stephen A. Dowling
has been issued a Drain Layers License by the Boston
Water & Sewer Commission valid 1/1/16 - 12/31/16
Permit # 16960

Francis M. McLaughlin

Mgr. Eng. Customer Service

John C. Sullivan

Chief Engineer

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

August 8, 2016

Michael Rose
Dowling Corporation
713 Dedham Street
Wrentham, MA 02093

Dear Mr. Rose:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, August 22nd in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Appointments of New Election Workers: (1) Jo-Martha Glushko, 619 Summer Street, D, Pct. 19

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Glushko_Election_Worker.pdf	Employee Master Record

ELECTION WORKER'S MASTER RECORD

Date: 8/17/16

Check One: ✓ New Employee
 _____ Change to Existing Employee

Vendor #		Position	Inspector
Name:	JO - MARTHA GLUSHKO	Democrat	✓
Address:	619 SUMMER ST.	Republican	
		Unenrolled	
Zip Code	02474	Precinct	19
Alpha/ Last Name		Phone #	781 - 646-2571

Position Codes:

10.— Warden	60 — Deputy Clerk
20 — Deputy Warden	70 — Teller
30 — Inspector	80 — Substitute
40 — Deputy Inspector	90 — Custodian
50 — Clerk	



Town of Arlington, Massachusetts

Request: Common Victualler and All Alcohol Licenses

Summary:

W & C Restaurant Corp., d/b/a Duet, 190-192 Massachusetts Avenue
Cyrille A. Couet and Wayne A. Duprey

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Ref_Mat_Duet_8.18.16.pdf	application packet
▢	Reference Material	Duet_Planning_Report.pdf	Planning Dept. Inspection Report

LICENSE APPLICATION REPORT

Type of License: Common Victualler License and All Alcohol License

Name of Applicant: Wayne A. Duprey & Cyrille Couet
W&C Restaurant Corp. d/b/a Duet

Address: 190 & 192 Massachusetts Ave

The following Departments have **no objections** but have made comments or conditions regarding the issuance of said license: (see attached)

- Police x
- Fire x
- Health x
- Building
- *Planning

*Report will be available Monday 8.22

The following Departments have **objections** to the issuance of said license:
(see attached)

- Police
- Fire
- Health
- Building
- Planning

ARLINGTON POLICE DEPARTMENT

Frederick Ryan
Chief of Police



POLICE HEADQUARTERS
112 Mystic Street
Telephone 781-316-3900

Town of Arlington
MASSACHUSETTS 02474

July 15, 2016

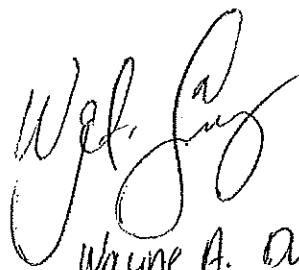
On Friday, July 15, 2016 at 3:15 PM, I called and spoke with Cyrille Couet regarding this application for a Common Victualer/All Alcohol License for the Duet Restaurant, located at 190/192 Mass. Ave. Mr. Couet stated that he hopes to open sometime the end of September beginning of October. Mr. Couet stated that he will be applying to be able to serve alcohol and have outside seating. Mr. Couet stated that he will be part owner as well as working day to day operations.

I advised Mr. Couet that the Board of Selectmen may be conducting C.O.R.I and S.O.R.I checks during the application process.

Pending the checks conducted by the Board of Selectmen's Office, Arlington Police Dept. is not aware of any law enforcement or public safety reasons to object to the Common Victualler/All Alcohol License for the Duet Restaurant.

Respectfully Submitted,

Detective Edward DeFrancisco


Wayne A. Apray

"Proactive and Proud"



Arlington Fire Department Town of Arlington

Administrative Office

411 Massachusetts Ave, Arlington, MA 02474

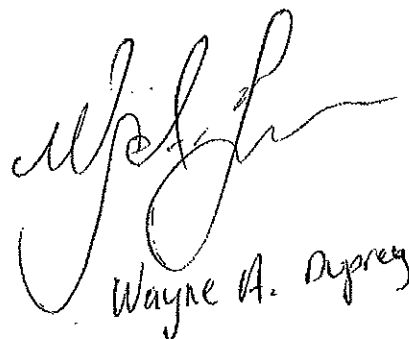
Phone: (781) 316-3803 Fax: (781) 316-3808

Email: jkelly@town.arlington.ma.us

John R Kelly
Deputy Fire Chief

Checklist for mercantile ownership conversion.

- All exit signs and emergency lights must be tested and in good working order
- FACP must have annual test paperwork on hand and be free of trouble and alarm signals
- Sprinkler system (if present) shall have current inspection tag
- All extinguishers must be hung with signs and a current inspection tag
- "K" extinguisher mounted and tagged in the kitchen area if using fat to cook
- All exits and exit paths must be in proper working order and free from storage
- No storage of excess combustibles allowed inside building or near exit ways
- Hoods must have current inspection/cleaning sticker attached
- Kitchen extinguishing systems must have current inspection tags
- Address must be clearly visible from the street
- Electrical panels must be accessible from floor to ceiling for the entire width
- Call for inspection after all has been completed 781-316-3803


Wayne A. Dyreg



Town of Arlington
Department of Health and Human Services
Office of the Board of Health
27 Maple Street
Arlington, MA 02476

Tel: (781) 316-3170
Fax: (781) 316-3175

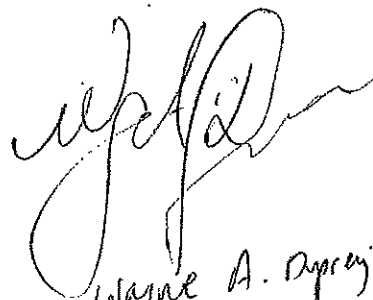
MEMO

To: Board of Selectmen
From: Natasha Waden, Health Compliance Officer
Date: August 17, 2016
RE: Board of Health Comments for Selectmen's Meeting on August 22, 2016

Please accept the following as comments from the Office of the Board of Health:

Duet- 190 & 192 Mass Ave
Common Viticullar and All Alcohol Licenses

- The applicant has not contacted the Health Department, nor has the applicant submitted any plans for approval of this establishment. The applicant must complete and submit the Department's required Plan Review Application for approval.
- A Food Permit will not be issued until plans have been approved and a final inspection of the Establishment has been conducted by this Office.


Wayne A. Dwyer

APPLICATION FOR RETAIL ALCOHOLIC BEVERAGE LICENSE

City/Town

Arlington

1. LICENSEE INFORMATION:

A. Legal Name/Entity of Applicant:(Corporation, LLC or Individual) W & C Restaurant Corporation

B. Business Name (if different) : Duet

C. Manager of Record: Wayne A. Duprey

D. ABCC License Number (for existing licenses only) : 003000036

E. Address of Licensed Premises: 190 Massachusetts Avenue

City/Town: Arlington

State: MA

Zip: 02474

F. Business Phone: 781 641-1664

G. Cell Phone: 781 354-7806

H. Email: wydp1983@gmail.com

I. Website:

J. Mailing address (if different from E.):

City/Town:

State:

Zip:

2. TRANSACTION:

- ☐ New License ☐ New Officer/Director ☐ Transfer of Stock ☐ Issuance of Stock ☒ Pledge of Stock
☒ Transfer of License ☐ New Stockholder ☐ Management/Operating Agreement ☐ Pledge of License

The following transactions must be processed as new licenses:

- ☐ Seasonal to Annual ☐ (6) Day to (7)-Day License ☐ Wine & Malt to All Alcohol

IMPORTANT ATTACHMENTS (1): The applicant must attach a vote of the entity authorizing all requested transactions, including the appointment of a Manager of Record or principal representative.

3. TYPE OF LICENSE:

- ☒ §12 Restaurant ☐ §12 Hotel ☐ §12 Club ☐ §12 Veterans Club ☐ §12 Continuing Care Retirement Community
☐ §12 General On-Premises ☐ §12 Tavern (No Sundays) ☐ §15 Package Store

4. LICENSE CATEGORY:

- ☒ All Alcoholic Beverages ☐ Wines & Malt Beverages ☐ Wines ☐ Malt
☐ Wine & Malt Beverages with Cordials/Liqueurs Permit

5. LICENSE CLASS:

- ☒ Annual ☐ Seasonal

6. CONTACT PERSON CONCERNING THIS APPLICATION (ATTORNEY IF APPLICABLE)

NAME:

John D. Leone, Esq., Leone & Leone

ADDRESS:

637 Massachusetts Avenue

CITY/TOWN:

Arlington

STATE: MA

ZIP CODE:

02476

CONTACT PHONE NUMBER:

781-648-2345

FAX NUMBER:

781-648-2544

EMAIL: John@LeoneLaw.com

7. DESCRIPTION OF PREMISES:

Please provide a complete description of the premises. Please note that this must be identical to the description on the Form 43. **Your description MUST include: number of floors, number of rooms on each floor, any outdoor areas to be included in licensed area, and total square footage.** i.e.: "Three story building, first floor to be licensed, 3 rooms, 1 entrance 2 exits (3200 sq ft); outdoor patio (1200 sq ft); Basement for storage (1200 sq ft). Total sq ft = 5600."

The premises is a single floor masonry building with basement with approximately 7340 square feet of space, with a front entrance and a rear emergency exit.

Total Square Footage:

7340

Number of Entrances:

2

Number of Exits:

2

Occupancy Number:

110

Seating Capacity:

110

IMPORTANT ATTACHMENTS (2): The applicant must attach a floor plan with dimensions and square footage for each floor & room.

8. OCCUPANCY OF PREMISES:

By what right does the applicant have possession and/or legal occupancy of the premises?

Final Lease

IMPORTANT ATTACHMENTS (3): The applicant must submit a copy of the final lease or documents evidencing a legal right to occupy the premises.

Other:

Landlord is a(n):

LLC

Other:

Name:

190 Mass Ave Series LLC

Phone:

781-729-0481

Address:

455 Massachusetts Ave

City/Town:

Arlington

State:

MA

Zip:

02474

Initial Lease Term: Beginning Date

08/01/2016

Ending Date

07/31/2017

Renewal Term:

2

Options/Extensions at:

5

Years Each

Rent:

\$112,330.00

Per Year

Rent:

\$9,360.83

Per Month

Do the terms of the lease or other arrangement require payments to the Landlord based on a percentage of the alcohol sales?

Yes ☐ No ☒

If Yes, Landlord Entity must be listed in Question # 10 of this application.

If the principals of the applicant corporation or LLC have created a separate corporation or LLC to hold the real estate, the applicant must still provide a lease between the two entities.

9. LICENSE STRUCTURE:

The Applicant is a(n):

Corporation

Other :

If the applicant is a Corporation or LLC, complete the following:

Date of Incorporation/Organization:

05/27/2016

State of Incorporation/Organization: MA

Is the Corporation publicly traded? Yes ☐ No ☒**10. INTERESTS IN THIS LICENSE:**

List all individuals involved in the entity (e.g. corporate stockholders, directors, officers and LLC members and managers) and any person or entity with a direct or indirect, beneficial or financial interest in this license.

IMPORTANT ATTACHMENTS (4):A. All individuals or entities listed below are required to complete a Personal Information Form.B. All shareholders, LLC members or other individuals with any ownership in this license must complete a CORI Release Form (unless they are a landlord entity)

Name	All Titles and Positions	Specific % Owned	Other Beneficial Interest
Cyrille A. Couet	President / Director	50%	Chef
Wayne A. Duprey	Treasurer/Secretary/Director	50%	Manager

*If additional space is needed, please use last page.

11. EXISTING INTEREST IN OTHER LICENSES:

Does any individual listed in §10 have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes ☐ No ☒ If yes, list said interest below:

Name	License Type	Licensee Name & Address
	Please Select	
	Please Select	
	Please Select	
	Please Select	
	Please Select	
	Please Select	

*If additional space is needed, please use last page.

12. PREVIOUSLY HELD INTERESTS IN OTHER LICENSES:

Has any individual listed in §10 who has a direct or indirect beneficial interest in this license ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes ☐ No ☒ If yes, list said interest below:

Name	Licensee Name & Address	Date	Reason Terminated
			Please Select
			Please Select
			Please Select

13. DISCLOSURE OF LICENSE DISCIPLINARY ACTION:

Have any of the disclosed licenses to sell alcoholic beverages listed in §11 and/or §12 ever been suspended, revoked or cancelled? Yes ☐ No ☒ If yes, list said interest below:

Date	License	Reason of Suspension, Revocation or Cancellation

14. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR A (§15) PACKAGE STORE LICENSE ONLY :**A.) For Individual(s):**

1. Are you a U.S. Citizen? Yes ☐ No ☐
2. Are you a Massachusetts Residents? Yes ☐ No ☐

B.) For Corporation(s) and LLC(s) :

1. Are all Directors/LLC Managers U.S. Citizens? Yes ☐ No ☐
2. Are a majority of Directors/LLC Managers Massachusetts Residents? Yes ☐ No ☐
3. Is the License Manager a U.S. Citizen? Yes ☐ No ☐

C.) For Individual(s), Shareholder(s), Member(s), Director(s) and Officer(s):

- 1.. Are all Individual(s), Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes ☐ No ☐

15. CITIZENSHIP AND RESIDENCY REQUIREMENTS FOR (§12) RESTAURANT, HOTEL, CLUB, GENERAL ON PREMISE, TAVERN, VETERANS CLUB LICENSE ONLY:**A.) For Individual(s):**

1. Are you a U.S. Citizen? Yes ☐ No ☐

B.) For Corporation(s) and LLC(s) :

1. Are a majority of Directors/LLC Managers **NOT** U.S. Citizen(s)? Yes ☐ No ☒
2. Is the License Manager or Principal Representative a U.S. Citizen? Yes ☒ No ☐

C.) For Individual(s), Shareholder(s), Member(s), Director(s) and Officer(s):

- 1.. Are all Individual(s), Shareholders, Members, Directors, LLC Managers and Officers involved at least twenty-one (21) years old? Yes ☒ No ☐

16. COSTS ASSOCIATED WITH LICENSE TRANSACTION:

A. Purchase Price for Real Property: \$0.00

B. Purchase Price for Business Assets: \$260,000.00

C. Costs of Renovations/Construction: \$100,000.00

D. Initial Start-Up Costs: \$25,000.00

E. Purchase Price for Inventory: \$30,000.00

F. Other: (Specify)

G: TOTAL COST \$415,000.00

H. TOTAL CASH \$29,000.00

I. TOTAL AMOUNT FINANCED \$450,000.00

IMPORTANT ATTACHMENTS (5): Any individual, LLC, corporate entity, etc. providing funds of \$50,000 or greater towards this transaction, must provide proof of the source of said funds. Proof may consist of three consecutive months of bank statements with a minimum balance of the amount described, a letter from your financial institution stating there are sufficient funds to cover the amount described, loan documentation, or other documentation.

The amounts listed in subsections (H) and (I) must total the amount reflected in (G).

17. PROVIDE A DETAILED EXPLANATION OF THE FORM(S) AND SOURCE(S) OF FUNDING FOR THE COSTS IDENTIFIED ABOVE (INCLUDE LOANS, MORTGAGES, LINES OF CREDIT, NOTES, PERSONAL FUNDS, GIFTS):

The owners have used their own funds for the down payment of \$26,000.00, they are financing \$75,000.00 by loan from the Sellers by a promissory note as well as a Small Business loan from Cambridge Savings Bank in the amount up to \$350,000.00.

*If additional space is needed, please use last page.

18. LIST EACH LENDER AND LOAN AMOUNT(S) FROM WHICH "TOTAL AMOUNT FINANCED" NOTED IN SUB-SECTIONS 16(I) WILL DERIVE:

Name	Dollar Amount	Type of Financing
Frolic Diner, Inc.	\$75,000.00	owner financing 5% interest for 36 months
Cambridge Savings Bank	\$350,000.00	SBA Term loan, 5.25% for 66 months

*If additional space is needed, please use last page.

B. Does any individual or entity listed in §17 or §18 as a source of financing have a direct or indirect, beneficial or financial interest in this license or any other license(s) granted under Chapter 138? Yes ☐ No ☒

If yes, please describe:

19. PLEDGE: (i.e. COLLATERAL FOR A LOAN)

A.) Is the applicant seeking approval to pledge the license? ☒ Yes ☐ No

1. If yes, to whom: Cambridge Savings Bank

2. Amount of Loan: 350000

3. Interest Rate: 5.25

4. Length of Note: 66 months

5. Terms of Loan : 6 month draw period with a 5 year payback period thereafter.

B.) If a corporation, is the applicant seeking approval to pledge any of the corporate stock? ☐ Yes ☒ No

1. If yes, to whom:

2. Number of Shares:

C.) Is the applicant pledging the inventory? ☐ Yes ☒ No

If yes, to whom:

IMPORTANT ATTACHMENTS (6): If you are applying for a pledge, submit the pledge agreement, the promissory note and a vote of the Corporation/LLC approving the pledge.

20. CONSTRUCTION OF PREMISES:

Are the premises being remodeled, redecorated or constructed in any way? If YES, please provide a description of the work being performed on the premises: ☒ Yes ☐ No

The applicant plan to refresh the interior of the building with a fresh coat of paint, upholstery and repair/replacement of the flooring.

21. ANTICIPATED OPENING DATE: July 31, 2016

IF ALL OF THE INFORMATION AND
ATTACHMENTS ARE NOT COMPLETE
THE APPLICATION WILL BE
RETURNED

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476

OFFICE OF THE BOARD OF SELECTMEN

730 Massachusetts Avenue
Town of Arlington
Massachusetts 02476-4908

2016 JUL 11 PM 1:08

(781) 316-3020
(781) 316-3029 fax

\$60.00 Filing Fee

APPLICATION

☒ **COMMON VICTUALLER LICENSE**

☐ **FOOD VENDOR LICENSE (Take Out Only)**

You must complete an application packet from the Board of Health Department located at 27 Maple St.

You must have the completed application reviewed by the Inspections Department located at 51 Grove St. before filing this application with this office

Location 190 & 192 Massachusetts Avenue, Arlington, MA
Name of Applicant DUET
Corporate Name (if applicable) W & C Restaurant Corp.
D/B/A DUET
Date July 11, 2016

I/We hereby agree to conform in all respects to the conditions governing such License as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen may establish. With the signing of this application, the applicant acknowledges that:

(A) it is understood that the Board is not required to grant the license.

(B) no work is to commence at the premises of the proposed location which is the subject matter of this application until the license is approved by the Board of Selectmen, and, furthermore, any work done is done at the applicant's risk, and

(C) in the event of a proposed sale of a business requiring a Common Victualler License, an application for a transfer of said license will be deemed to be an application for a new license (subject to the rules and regulations herein contained), and the owner of such business shall be required to file with the Board of Selectmen a thirty day notice of his intention to sell same before such application will be acted upon by the Selectmen.

(D) that the license is subject to revocation if the holder of the license does not comply with Town By-Laws or the Rules and Regulations of the Board.

Signature Name 

Signature Name 

Phone: 781-354-6706 Email: wydp1983@gmail.com

Note: (A) If a corporation, state full names and addresses of principal officers.

(B) If a co-partnership, information must be provided on each partner; if a corporation, information must be provided on corporate officer making application.

Name <u>Cyrille Couet</u>	Name <u>Wayne A. Duprey</u>
Address <u>26 Gloucester Street</u>	Address <u>105 Hillside Terrace</u>
City <u>Arlington</u> Zip <u>02476</u>	City <u>Dracut</u> Zip <u>01826</u>
DESCRIPTION OF APPLICANT	DESCRIPTION OF APPLICANT
Born in the U.S., Yes _____ No <u>x</u>	Born in the U.S., Yes <u>x</u> No _____
Born Where <u>Angers, France</u>	Born Where <u>Lowell, MA</u>
Date of Naturalization <u>[REDACTED]</u>	Date of Naturalization _____
Male or Female <u>Male</u>	Male or Female <u>Male</u>
Date of birth <u>[REDACTED]</u>	Date of birth <u>[REDACTED]</u>
Height <u>6 ft. 3 in.</u>	Height <u>5 ft. 7 in.</u>
Weight <u>215</u>	Weight <u>180</u>
Complexion <u>White</u>	Complexion <u>White</u>
Hair <u>Black</u> Eyes <u>Brown</u>	Hair <u>Black</u> Eyes <u>Brown</u>
Mother's Name <u>Marie-Raphaelle Couet</u>	Mother's Name <u>Theresa Duprey</u>
Father's Name <u>Alain Couet</u>	Father's Name <u>Gilbert Anthony Duprey</u>
Wife's Maiden Name _____	Wife's Maiden Name _____
Photo <u>1 inch by 1 inch</u>	



The Establishment shall operate as:

☐ Sole Ownership ☐ Partnership ☐ Total Number of Partners ☒ Corporation Based in Massachusetts
(Once approved, please go to Clerk's Office for Business Certificate)

Corporate Information Required:

President	<u>Cyrille A. Couet, 26 Gloucester St., Arlington, MA 02476</u>
Secretary	<u>Wayne A. Duprey, 105 Hillside Terrace, Dracut, MA 01826</u>
Treasurer	<u>Wayne A. Duprey, 105 Hillside Terrace, Dracut, MA 01826</u>
	Name Address Zip

INFORMATION RELATIVE TO APPLICATION

Breakfast

Yes ___ No x

Lunch

Yes x No ___

Saturday and Sunday Brunch

Dinner

Yes x No ___

7 Days a Week

Do you own the property? Yes ___ No x Tenant At Will ___ Lease 5 years

Hours of Operation:

Day Saturday & Sunday Hours 10:00 a.m. - 12:00 midnight

Day Monday - Friday Hours 5:00 p.m. - 12:00 midnight

Day _____ Hours _____

Floor Space 7343 Sq. Ft. Seating Capacity (if any) 110

Parking Capacity (if any) 3 spaces Number of Employees 8

List Cooking Facilities (and implements)

Coffee equipment; milk steamers; one 4-burner range/oven combo; one 10-burner range/oven combo; 1 frialator; 1 convection oven; 1 30qt. Hobart Mixer; 1 Roll Punch; 1 Deli Slicer; 1 Chinese Box; 1 Smoker.

Will a food scale be in use for sale of items to the public? Yes x No ___

Will catering services be provided by you? Yes x No ___

A copy of the following items must be submitted with the application:

1. Layout Plan of Facility & Fixtures
2. Site Plan (obtained at Bldg. Dept., 51 Grove St.)
3. Outside Facade and Sign Plan (dimensions, color)
4. Menu
5. Maintenance Program

If the facilities are not yet completed, provide estimated cost of work to be done \$ _____

FOR OFFICE USE ONLY

Scheduled Hearing when Application will be presented to Board of Selectmen for approval:

Date _____ Time _____

Board Action: Approved Yes _____ No _____

APPLICANT'S RESUME

Food Business Experience of Applicant

From SEE ATTACHED RESUMES to _____
Employee _____ D/B/A _____
Sole Owner _____ Location _____
Partnership _____ Type Food _____
Corporation _____ Number of Employees _____

From _____ to _____
Employee _____ D/B/A _____
Sole Owner _____ Location _____
Partnership _____ Type Food _____
Corporation _____ Number of Employees _____

List any other information that you feel will assist in the review of this application.

REFERENCES

Bank _____ Type Account-Personal _____ Business _____
Address _____ Phone _____
Account Number _____ Contact _____
Personal Reference _____
Address _____ Phone _____
Prior Employer _____
Address _____ Phone _____
Number of years employed _____ From _____ To _____
Contact _____ Position Held _____
Other _____
Name Address



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee **W & C Restaurant Corporation**

B. Business Name (dba) **Duet**

C. Address **190 Massachusetts Avenue**

D. ABCC License Number
(If existing licensee) **003000036**

E. City/Town **Arlington**

State **MA**

Zip Code **02474**

F. Phone Number of Premise **781 641-1664**

G. EIN of License **[REDACTED]**

2. PERSONAL INFORMATION:

A. Individual Name **Wayne Duprey**

B. Home Phone Number **617-290-2505**

C. Address **105 Hillside Terrace**

D. City/Town **Dracut**

State **MA**

Zip Code **01826**

E. Social Security Number **[REDACTED]**

F. Date of Birth **[REDACTED]**

G. Place of Employment **W & C Restaurant Corporation**

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime?

Yes ☐ No ☒

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license (i.e. percentage ownership).

50% owner and Manager

*If additional space is needed, please use the last page

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

Wayne Duprey

Date

06/29/2016

Title

Treasurer

(If Corporation/LLC Representative)

Wayne A. Duprey

76-222 Keakealani Street

Kailua-Kona, Hawai'i 96740

PROFESSIONAL SUMMARY:

I am a highly skilled hospitality professional with over twelve years experience in a global market. I am driven to build on international experience and learn from several business models and leadership styles. Key skills I have developed include creative product development and delivery, multi-outlet operational management, revenue forecasting, budget development, menu development, recruitment/organizational structure development, marketing skills and pre-opening skills such as organization and sourcing.

PROFESSIONAL EXPERIENCE:

March 2015 – Present **Four Seasons Resort, Hualalai, Kailua-Kona, Hawai'i Island, Assistant Director of Food & Beverage**

- Hired to oversee 5 food & beverage outlets through the integration of Hualalai Resort & Four Seasons Hotel.
- 50+ staff, 4 direct reports, \$6m+ annual operation
- Coached, mentored and guided a team of experienced managers who had lacked the resources of guidance and leadership prior to integration
- Directed club membership food & beverage experiences for private members residing in over 350 luxury private homes
- Re-launched private member clubhouse food & beverage programming and membership communications
- Intimately involved in building a budget for Hualalai Resort that had never been methodically mapped out
- Assisted in directing, designing and reopening merger of Hualalai Trading Company and Hualalai Coffee Company, a retail outlet and coffee house
- Planned & executed a Chinese food festival in private clubhouse to lift pressure off other resort outlets and drive excitement into club food & beverage
- Awarded as one of the 5 Best Hotels in the United States and #1 in Hawai'i by U.S. News & World Report, 2016

March 2014 – March 2015 **Shangri-La's China World Hotel, Beijing, China, Aria Manager**

- Responsible for two outlets, 30 staff, 5 direct reports, \$2.5m+ annual operation
- Fine-dining restaurant and bar management in a 716 room traditional Chinese hotel
- Developed commercial awareness and understanding how to drive a business forward for long-term sustainable growth
- Implemented a sales and marketing strategy to re-energize a former iconic restaurant and bar in Beijing
- Re-structured a team to develop people and establish core best practices for the long-term future
- 2014 China Wine List of the Year Awards

March 2010 – March 2014 **InterContinental Hotel, London Park Lane, United Kingdom, Restaurants & Bars Operations Manager**

- Responsible for three outlets, 35 staff members, 8 direct reports, £3m+ annual operation (\$4.5m)
- Grown revenues in a multi-outlet operation from £ 2.8m to £3.2m+ annually with existing product
- Demonstrated skills: pre-opening, sourcing, creative product development, forecasting and multi-outlet management
- Opening manager of *The Arch Bar* and *Wellington Lounge* – focusing on gin bar and British afternoon tea concepts
- Achieved United Kingdom Tea Guild Membership within one year of program development
- 2011 Leadership Foundation Program with STORM Training & Development
- United Kingdom Tea Guild "Award of Excellence" – Top London Afternoon Tea
- Sustainable Restaurant Association three-star recognition for Cookbook Café (three-meal periods) – Winter 2013
- London 2012 Summer Olympic Games Operations Manager – National Olympic Committees

May 2007 – March 2010 **InterContinental Hotel, Boston, United States, Bars Manager**

- Responsible for two outlets, 22 staff members, 2 direct reports (\$2.5m+ annual operation)
- Demonstrated skills in delivering structured trainings, marketing influence, menu development and recruitment
- Specialized in signature concepts – *RumBa*, rum & champagne bar & *Sushi-Teg*, a sushi & tequila restaurant/bar
- Managed an outdoor waterfront medallion bar for service that doubled budgeted revenue in 2009
- Selected to be a "Beverage Commando" of North America, spearheaded by IHG VP of Food & Beverage, North America
- Selected to restructure the concept of "*Sarah B*", Signature Absinthe Bar at InterContinental Hotel, Montreal, Canada
- Exercise creative skills to assist marketing in strengthening the name and reputation of the hotel bars
- Food & Wine Magazine - 2009 Top 100 Bars in America

Wayne A. Duprey

76-222 Keakealani Street

Kailua-Kona, Hawai'i 96740

Dec. 2005 – March 2007 Hyatt Regency Hotel, Boston, United States, Assistant Food & Beverage Outlets Manager

- Promoted from Food & Beverage Supervisor (emphasis on in-room dining)
- Assisted Food & Beverage Director to manage outlets with no department head
- Gained exceptional knowledge of MICROS point of sale programming and system management
- Attended "Impact" training conference in Chicago, Illinois, USA to implement newly developed standards

CERTIFICATIONS:

Jul. 2015	Serve Safe (United States)
Jun. 2015	Adult CPR/AED, America Heart Association (United States)
Aug. 2011	WSET Advanced Wine Certificate (England, United Kingdom)
Oct. 2011	UK Personal License Holder – Borough of Islington (England, United Kingdom)

EDUCATION:

May, 2006	Newbury College, Brookline, Massachusetts
	A.A.S. Food Service Management
	B.S. Hospitality Administration

PROFESSIONAL INTERESTS:

I have a professional interest in mystery shopping restaurants, bars and lounges. I focus on standards, service execution, food presentation and quality and beverage consistency. From 2009 – 2014 I had gained a reputation among my peers as a "most desired" shopper from mid-market brands through to luxury concepts.

TECHNICAL SKILLS:

Proficient in the following: Microsoft Office, Micros Computer Systems, HOTSOS, Opera Hotel Systems, Remote Management, Console (Micros), Timesaver, ISchedule, E-time, Birchstreet, Purchasing Plus, Enterprise Management Console (EMC Micros), Micros Viewpoint, Avero Slingshot, ADACO Purchasing System, Heath Labor Control System, IBP Revenue Forecasting System, Heath On Track

CONTACT DETAILS:

Telephone: +1 808-895-6129
Email: Wydp1983@gmail.com
Linked-In: Wayne Duprey



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

PERSONAL INFORMATION FORM

Each individual listed in Section 10 of this application must complete this form.

1. LICENSEE INFORMATION:

A. Legal Name of Licensee **W & C Restaurant Corporation**

B. Business Name (dba) **Duet**

C. Address **190 Massachusetts Avenue**

D. ABCC License Number
(If existing licensee) **003000036**

E. City/Town **Arlington**

State **MA** Zip Code **02474**

F. Phone Number of Premise **781 641-1664**

G. EIN of License **[REDACTED]**

2. PERSONAL INFORMATION:

A. Individual Name **Cyrille Couet**

B. Home Phone Number **781-354-6706**

C. Address **26 Gloucester St.**

D. City/Town **Arlington**

State **MA** Zip Code **02476**

E. Social Security Number **[REDACTED]**

F. Date of Birth **[REDACTED]**

G. Place of Employment **Boston University and Intercontinental Hotel Boston, MA.**

3. BACKGROUND INFORMATION:

Have you ever been convicted of a state, federal or military crime?

Yes ☐ No ☒

If yes, as part of the application process, the individual must attach an affidavit as to any and all convictions. The affidavit must include the city and state where the charges occurred as well as the disposition of the convictions.

4. FINANCIAL INTEREST:

Provide a detailed description of your direct or indirect, beneficial or financial interest in this license.

50 % Owner and Chef

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Signature

Date

06/29/2016

Title

President

(If Corporation/LLC Representative)

Cyrille Couet
cyrillecouet72@gmail.com
(781) 3546706

Professional Experiences

January 2014 To present	BOSTON UNIVERSSSITY Boston, MA Exécutive Chef QUESTROM SCHOOL OF BUSSINESS Responsabilités : All catering évent production, from spécial Président 2 people lunch to 400 People réceptions, scheduling, ordering, menu planning Communication with catering and Kitchen staff INTERCONTINENTAL HOTEL (4 star 4 diamond) Boston, MA Exécutive Chef : Didier Montarou Pre-Opening Hôtel Team member
September 2008 To January 2014	Responsabilités : All banquet évent production, scheduling, ordering, Communication with catering and banquet service staff
To September 2008 September 2006	Chef de Cuisine Miel Restaurant (4 diamant restaurant) <i>Working closely with 2 Michelin Star Consulting Chef Jacques Chibois(France)</i> Responsabilités : 30 cooks, 2 Sous Chefs. Scheduling, production, Ordering, sanitation rules, menu changes
Jan 2006 September 2006	LA RIVIERA GOURMET(Catering) Norwood, MA. Exécutive Chef : Cyrille Couet Responsibilities: Production, logistic of corporate and social évent
May 2004 November 2005	MANISSES RESTAURANT Block Island, RI. Chef de Cuisine: Cyrille Couet Responsibilities: Menu design, Hiring, production of Restaurant and private parties
June 2002 May 2004	FOUR SEASONS HOTEL (5 star 5 diamond) Nevis, West-Indies. Executive Chef: Joseph Oldham & Cyrille Pannier Dining Room Chef, Senior Sous Chef (Tournant)
October 2000 June 2002	FOUR SEASONS HOTEL (5 star 5 diamond) Las Vegas, Nevada USA Executive Chef: Wolfgang Von Wieser Garde Manger Chef, Véranda restaurant PM Chef, Tournant Bq &G-M
October 1999 October 2000	HARVARD CLUB New York (USA); Executive Chef: Mr. Angello Ljubivic Dining room Chef
August 1997 August 1999	PAYARD PATISSERIE AND BISTRO New York (USA); Executive chef: Mr. Philippe Bertineau Sous-Chef, Chef de Partie Sauce
October 1995 January 1997	SAVOY HOTEL London (UK); Executive Chef: Mr. Anton Edelman Chef de Partie – (Sauce and Potage section) <i>Special Award: Employee of the Month (March 1996)</i>

September 1994
September 1995

GROSVENOR HOUSE HOTEL
London (UK); Executive Chef: Mr. Charles Mercier
First Commis – (Larder, Hors-d'oeuvres and Banqueting)

September 1992
September 1994

RESTAURANT LES ECLUSES
St-Malo (France)
Apprentice – (All sections)

October 1991

OFFICES'S MESS 3rd RIMA Vannes (France) Cook

September 1988
September 1991

RESTAURANT LE SAINT-PLACIDE
St-Malo (France) Executive Chef: Mr. Didier Lemperiere
Apprentice – (All sections)

Education

1988 – 1991

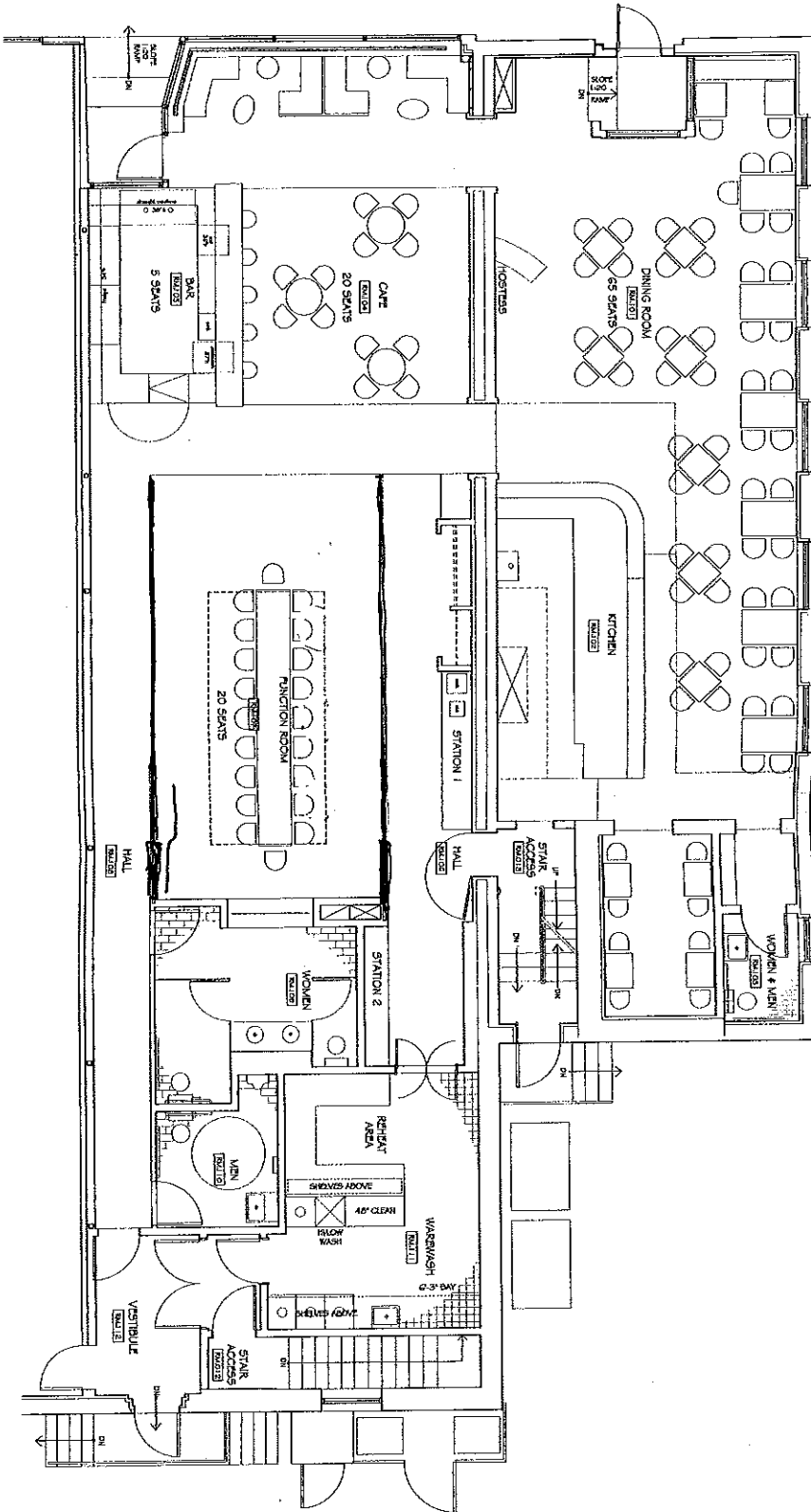
Professional Formation Center of St-Malo, France
Vocational training Certificate, Technical School Diploma
Graduated in Cooking (June 1990 – June 1991)

1992 – 1994

Professional Formation Center of Angers, France, Graduated (1993-1994)
Vocational training Certificate (Waiter), HS Diploma (Restaurant and Cooking)

Languages

Fluent in French & English. Some Spanish



1. LOMA STREET
 LYNN, MA 01905-4448
 TEL 781.226.8200
 FAX 781.226.8200

STRUCTURAL ENGINEER
 ADRIAN B. BROWN, INC.
 ONE WASHINGTON STREET
 LYNN, MA 01905-4448
 TEL 781.226.8188
 FAX 781.226.8188

ELECTRICAL AND MECHANICAL ENGINEER
 E. A. B. BROWN, INC.
 146 QUINCY STREET, SUITE 200
 LYNN, MA 01905-4448
 TEL 781.226.8188
 FAX 781.226.8188

GENERAL CONTRACTOR
 DICKSON DESIGN
 41 LADY STREET
 LYNN, MA 01905-4448
 TEL 781.226.8188
 FAX 781.226.8188



FLORA RESTAURANT
 EXPANSION
 182 MASSACHUSETTS AVENUE
 LYNN, MASSACHUSETTS

FIRST FLOOR FURNITURE PLAN
 SCALE: 1/8" = 1'-0"

A-9.4

CONSTRUCTION DOCUMENTS

April 2001 October 12, 2001

STARTERS SAMPLES

- Fresh Mozzarella Balloon, Heirloom Tomato Sprinkled with Indian Pepper, Crispy Basil Chips
- Cream your own Lobster Bisque, Tarragon Brioche Crouton - *Poured by the guest to his liking*
- Ring of Buckwheat and Cashew Cracker, Verill Farm Organic Greens, candied Cranberries, Goat cheese Vinaigrette
- Squid ink and sweet chilli tossed Fried RI Calamari with a silky Coconut Sauce

MAIN COURSES SAMPLE

- Grilled Hanger Steak brushed with Red Wine Mustard, Fried Local Potatoes and sweet onions
- Crispy Local Duck Breast, seasoned with a house made Old Arlington Colony Spiced Rub. Served with a sweet and sour Cranberry Glaze and Blue Heron Farm Sun Choke Puree
- Dungeness Crab Ravioli with Pineapple chips in a Mild Curry Cream Sauce
- Fried chickpea “Pont Neuf”, Vegetable stew and a Fava beans Ragout

DESSERT SAMPLES

- Chocolate Profiterole filled with Peanut butter pastry cream, Banana Froth
- Seasonal Berry Millefeuille, Wiri Wiri pepper chocolate sauce
- Chef’s Fresh Fruit Crumble from AC market – *flambéed at the table*

MAINTENANCE PLAN

Trash, refuse and garbage will be stored in a secured dumpster located at the rear of the premises which will be shielded and screened from public view. Refuse removal service will be provided by duly licensed contractors with pick-up as often as necessary, but not less than twice per week and between the hours of 7:00 a.m. and 6:00 p.m. Monday through Friday.

A duly licensed contractor will be used to ensure that no pest control issues arise.

The cooking and ventilation equipment will be regularly cleaned in accordance with manufacture instructions and industry recommendations.

The cooking ventilation equipment will be in accordance with the requirements of the Arlington Board of Health and the Redevelopment Board Special Permit,

The kitchen will be kept in the highest state of cleanliness and will be fully cleaned and sanitized nightly.

The floors will be swept and mopped multiple times daily.

The handicapped-accessible bathrooms and all other bathrooms will be cleaned daily.

The area directly outside the entrance as well as the patio seating/dining area will be monitored to ensure that it is free of debris and/or clutter, cleaned daily, as well as free from snow and ice.

August 15, 2016

LESSOR:

FRANK PASCIUTO

190 Mass Ave Series LLC and 192-200 Mass Ave Series LLC

455 Massachusetts Ave.

Arlington, MA 02474

LESSEE:

WAYNE A. DUPREY AND CYRILLE COUET

W & C Restaurant Corporation d/b/a Duet

26 Gloucester Street

Arlington, MA 02474

RE: Letter of Intent to Lease

This correspondence shall serve as a Letter of Intent to lease the property located at

190 & 192 Massachusetts Avenue

Arlington, Massachusetts

Primary term of the Lease to be five (5) years commencing upon liquor license approval by appropriate governing authorities.

Lessee to be granted two (2) renewal options each for a period of five (5) years.

Intended Use: European food restaurant

Final lease is attached.

LESSOR:

Frank Pasciuto

190 Mass Ave Series LLC and 192-200 Mass Ave Series LLC

455 Massachusetts Ave.

Arlington, MA 02474



Alcoholic Beverages Control Commission
239 Causeway Street, First Floor
Boston, MA 02114

PETITION FOR TRANSFER OF OWNERSHIP, TRANSFER OF STOCK, NEW OFFICER(S),
DIRECTOR(S), STOCKHOLDER(S) AND LLC MANAGER(S)

003000036

ABCC License Number

Arlington

City/Town

The licensee A. Frolic Lines Inc. and the proposed transferee B. W & C Restaurant Corporation respectfully petition the Licensing Authorities to approve the following transfer of ownership. Any Corporation, LLC or Association, Partnership, Individual, Sole Proprietor Listed in box (A.) must submit a certificate of good standing from the Massachusetts Department of Revenue (DOR).

Is the PRESENT licensee a Corporation/LLC listed in box (A.), duly registered under the laws of the Commonwealth of Massachusetts?

☒ Yes ☐ No If YES, please list the officers, directors and stockholders, their residences, and shares owned by each.

Name	Title	Address	Stock or % Owned
Mary Jo Sargent	President	104 Hancock St. Somerville, MA 02144	51%
Robert W. Sargent	Treasurer & Clerk	104 Hancock St. Somerville, MA 02144	49%
Robert W. Sargent	Manager	04 Hancock St. Somerville, MA 02144	N/A

Is the PROPOSED transferee a Corporation/LLC listed in box (B.), duly registered under the laws of the Commonwealth of Massachusetts?

☒ Yes ☐ No

TO: (Place an * before the name of each DIRECTOR/LLC Manager.)

Name	Title	Address	Stock or % Owned
Cyelle A. Court	President/Chef	26 Gloucester St., Arlington, MA 02476	50%
Wayne A. Dupery	Treas./Secretary/Manager	105 Hillside Terrace, Dracut, MA 01826	50%

The above named proposed transferee hereby joins in this petition for transfer of said license.

SIGNATURE OF LAST-APPROVED LICENSEE:

(If a Corporation/LLC, by its authorized representative)

Date Signed 3 / 1 / 16

SIGNATURE OF PROPOSED TRANSFEREE:

License Notification- Transfer of License

LEGAL NOTICE

PUBLIC NOTICE

In accordance with Chapter 138 of the Massachusetts General Laws and the regulations of the Arlington Board of Selectmen there will be a public hearing on the petition of Frolic Diner, Inc, d/b/a Flora, Mary Jo and Robert Sargent, Co-Owners, located at 190-192 Massachusetts Ave., Arlington, MA 02474 to W & C Restaurant Corporation, d/b/a Duet, Cyrille Couet and Wayne Duprey, Co-Owners for a transfer of license change to serve **All Alcohol Beverages**. This hearing will take place on Monday, August 22, 2016 at 7:15 p.m. in the Selectmen's Chambers, Second Floor, Town Hall, 730 Massachusetts Avenue, Arlington, MA.

Arlington Board of Selectmen

Diane M. Mahon

Daniel J. Dunn

Kevin F. Greeley

Stephen M. Byrne

Joseph A. Curro, Jr.

8/11/16 Arlington Advocate edition

DUET

ALCOHOL SERVICE POLICY

In addition to our commitment to exceptional service and the highest quality cuisine, DUET is committed to providing responsible alcohol service. Bartenders and servers are responsible for who they serve and must always be cautious.

It is illegal to serve alcohol to a person under the age of 21, to serve a guest who is or appears to be intoxicated, or to allow a person to become intoxicated on the premises. Anyone who appears to be under 35 years old must be asked for identification before they are served alcohol; serving a guest that is under 21 and/or failure to check the ID of a person that appears to be under age 35 will result in immediate suspension or termination. Before serving alcohol to any guest, the server/bartender must adequately determine, through conversation and/or observation, that the person is not intoxicated. Always notify a manager if you suspect a guest is intoxicated. Serving an intoxicated guest or serving a guest to the point of intoxication is grounds for immediate termination as well.

Acceptable forms of ID vary slightly from State to State, but in general the following are valid if they appear to be genuine:

- State-issued driver's license
- State-issued ID card
- Passport
- Military ID

An ID checking guide is kept behind every bar and must be used to verify out-of-state IDs and IDs that are suspected to be fraudulent. Always notify a manager if you are unsure whether an ID is valid and/or genuine.

When checking IDs, we must ensure they are valid, genuine and belong to the guest. **To be valid, an ID** at a minimum must:

- Contain the owner's birthdate
- Be current (not expired)
- Contain the owner's signature
- Contain the owner's photo
- Be intact (lamination is not split or cracked, no bubbles)

To ensure an ID is genuine; it must match certain specifications listed in your 7 step ID checking guide, attached, such as:

- Proper text (correct font, properly spaced), and not containing words like 'authentic', 'genuine', 'official', 'novelty'
- Proper images (holograms, ghost photos, etc)
- Proper number of letters/numbers in the license number
- Clear photo
- State-specific information on the back of the ID (not blank)

To ensure the ID belongs to the guest:

Compare the photo on the ID to the guest, focusing on features that are less likely to change like their chin, shape of their face and their hairline.

Compare the guest to physical characteristics listed on the ID (height, weight, etc.)

Be aware of the signs of intoxication:

Relaxed inhibitions: a guest may be overly friendly, use foul language, become loud, make rude comments or be unfriendly, depressed or quiet.

Impaired judgment: a guest may begin drinking faster or switch to larger or stronger drinks, make irrational or argumentative statements, become careless with money (buy drinks for strangers)

Slowed reaction time: a guest may talk or move slowly, be unable to concentrate, lose their train of thought or become forgetful. They may also become drowsy, glassy-eyed, or unable to focus.

Impaired motor coordination: a guest may stagger, stumble, fall down, bump objects or sway when sitting or standing. They may also slur their speech, spill drinks or drop objects and be unable to pick them up.

Prevent intoxication by:

Offering food: this keeps alcohol in the stomach, slowing it's absorption into the bloodstream

Offering water: drinking alcohol causes dehydration, making guests thirsty and causing them to drink more than they normally would. Drinking water will off-set this.

Do not serve more than one drink at a time: this will help pace the guest's consumption

Do not serve more than two drinks to any guest without taking an order for food.**The sale of alcohol for off premises use is not allowed;**

The sale of unopen alcoholic beverages for consumption off premise is not allowed in any circumstances.

Any wine left by a guest in an open bottle during service, can be taken off premises by the patron only in the following circumstance and manner. Before permitting the carry out of a bottle of wine employees must: 1) Securely reseal the bottle of wine; 2) Place the resealed bottle in a one-time-use tamper-proof transparent bag; 3) Securely seal the bag; and, 4) Affix the receipt that prominently displays the date of the purchase of the meal and the bottle of wine to the sealed bag. Only one partially consumed bottle of wine per patron may be resealed and removed from the restaurant.

Any wine left by a guest in an open bottle during service that the guest does not wish to take home should be sealed, labeled and used for tasting the following day prior to service or discarded.

I have read and understand and will comply with the DUET Alcohol Service Policy. I understand the failure to comply with this policy will be grounds for termination.

Employee Name: _____

Employee Signature: _____

Date: _____

Manager Signature: _____

Date: _____

SEVEN STEP GUIDE TO PROPER ID/VALID COMPLIANCE

1. Accept driver's licenses, state issued identification cards, passports and military identification. All other forms of ID are invalid when attempting to purchase alcohol. If the customer argues, smile and tell them politely that you have no choice. It's the law.
2. Look for the expiration date. An expired ID is no longer valid, and cannot be used to establish legal drinking age.
3. Check the birth date on the ID. If math confuses you, work out the date beforehand. Check the posted date sign that say "You cannot purchase alcohol unless you were born on or before this date in...."
4. Match the face with the picture. Sometimes it's tricky to tell if the person in the picture is the same person who just pulled the card out of their wallet. Hair and even eye color can change, so look at the shape of the face. If you are unsure, look for a detail like whether the ears lobes are attached to the head or dangling.
5. Ask the customer his birth date and the spelling of his name if you are uncertain if the ID is valid. Of course, if the person is underage, she may have memorized the information on her false ID. You can ask the normal questions the underage person might have already memorized such as the address on the ID or the zip code of the ID. But, instead, when you have an ID in your hand, you've verified the date but the photo just isn't right, you should have a couple of "Go To" questions that you know what the response should be.

You don't have to know the correct answer but instead, you want the person who is using a borrowed ID to stop and think about your question, mainly because the question has surprised them and they don't know the answer. So, pick a question that most people would automatically know the answer to such as; "What's your zodiac sign?" or "What high school did you go to?" Again, you don't have to know the answer but you need to understand their answer.

Typically an underage person will start their answer with; "Uhh" or will be very silent. Try this with another employee or friend you know. If they have a brother or sister or a real close friend, just quickly ask them; "What's your sister's zodiac sign?" It's funny but you will automatically see the response you're looking for when you ask the underage person using a borrowed ID.

6. Talk to a manager. If you have checked the ID, asked questions and still are not satisfied that your customer has presented valid identification, give your manager the heads up. Most restaurants understand the importance of serving alcohol responsibly. Even the server can sometimes be held responsible under the law.
7. Compare an out of state ID against a picture in the ID GUIDE. Don't hesitate to politely excuse yourself and check.

Frequently Asked Questions:

- Q. How and when do you ask a guest for identification? What forms of proper identification do we accept?
- A. Ask anyone who looks under 35 years of age for identification immediately after they order an alcoholic beverage. State ID, driver's license, US passport, Military ID
- Q. What do you do if a guest appears intoxicated when they come into the restaurant?
- A. Inform your manager. Confirm that they are or are not intoxicated by listening and looking for signs of intoxication (slurred speech lack of coordination. etc.); do not serve any alcoholic beverages if they are.
- Q. How do you prevent a guest from becoming intoxicated?
- A. Follow ServSafe Alcohol suggestions such as getting the guest to eat (proteins are best) and don't bring another beverage until the existing one is completely finished. Pouring drinks to spec ensures alcohol is not over-poured.
- Q. What do you do if you are uncertain if a guest has had too much to drink?
- A. Inform your manager and bartender. Check for the tell-tale signs such as slurring, increased loudness unfocused eyes, improper discussions and behavior. Cease all alcohol service to the guest.
- Q. Must a guest also order food with an alcoholic beverage?
- A. Yes, a guest must order food after they have been served two alcohol beverages. The Town of Arlington requires service of food after two drinks.

Tastings & Trainings:

Bistro Duet's goal is to maintain a suitable and fair working environment that allows for appropriate tasting and training with alcoholic beverages while protecting the safety, integrity and reputation of our team, our guests and our business.

The following is a list of tasting protocol to be followed inside the restaurant for any tastings or trainings that include alcoholic beverages of any kind.

1. Any and all alcoholic beverage tastings & trainings (beer, wine & spirits) must take place at pre-shift meetings or designated training sessions with a manager present, and the entire team invited to attend.
2. Trainings must be structured and learning outcomes achieved with the entire team, documented in daily logs/handovers.
3. Appropriate tasting size pours must be observed, not to exceed 1.5 ounces for spirits and 2.5 ounces for wines.
4. Any inventory received and used for tastings or training must be entered in POS for tracking purposes.
5. Only employees / team members who are over the age of 21 can participate in tasting and training with alcoholic beverages.
6. Any wine left by a guest in an open bottle during service that the guest does not wish to take home should be sealed, labeled and used for tasting the following day prior to service or discarded.

**BOARD OF SELECTMEN
TOWN OF ARLINGTON - INSPECTION REPORT**

Report is due at the Office of the Board of Selectmen by, **August 3, 2016**
ONE REPORT IS REQUIRED FROM EACH DEPARTMENT.

Location: 190 & 192 Massachusetts Ave.
Applicant's Name: Cyrille Couet & Wayne A. Duprey
D/B/A: W & C Restaurant Corp. d/b/a Duet
Telephone: Cyrille Couet 781-354-6706 ; Wayne A. Duprey 808 895-6129

Department: Sent Via E-mail

Date: 7/12/16

MEETING DATE: AUGUST 8, 2016

Inspected By: *Ted Fields, 7.26.2016*

RE: COMMON VICTUALLER LICENSE

Police
Fire
Board of Health
Building
Planning

INSPECTION REPORT SECTION:

The Applicant proposes to convert an existing restaurant spanning 7,343 square feet into a fine-dining establishment serving farm-to-table, New American cuisine for consumption on and off the premises from 5:00 p.m. to 12:00 a.m. (Monday through Friday) and 10:00 a.m. to 12:00 a.m. (Saturday and Sunday). There is seating capacity for 110 patrons and three (3) off-street parking spaces. Up to eight (8) staff will be employed. The proposed business is a large eatery situated in a Village Business (B3) zone that serves surrounding residential neighborhoods in Capitol Square and East Arlington, as well as diners from other parts of Arlington and outside of town.

The Department of Planning and Community Development has no objection to the issuance of a Food Vendor license as requested.

APPLICANT SIGNATURE SECTION:

I have received the above report and acknowledge said inspection. I fully understand that no work is to commence at the premises of the proposed location of which is the subject matter of this inspection report until the license is approved by the Board of Selectmen; furthermore, any work done is done at the applicant's risk.

Applicant's Name: _____

Date: _____



Town of Arlington, Massachusetts

CITIZENS OPEN FORUM



Town of Arlington, Massachusetts

For Approval: Red Maple Tree Removal @ 58 Richfield Road

Summary:

Cynthia Johnston, 58 Richfield Road
(tabled from 7/18/16 meeting)

ATTACHMENTS:

Type	File Name	Description
Reference Material	IMG_4988_(4).jpg	Picture #1
Reference Material	IMG_4990_(3).jpg	Picture #2
Reference Material	IMG_4992_(3).jpg	Picture #3
Reference Material	IMG_4993_(4).jpg	Picture #4
Reference Material	Johnston_appeal.pdf	Resident appeal of DPW decision
Reference Material	58_Richfield_Denial_Letter_(1).pdf	Letter from M Rademacher to Ms. Johnston to deny removal of tree
Reference Material	58_Richfield_Objections_(1).pdf	C. Deshler and M. Durocher objections to tree removal









Original Message-----

From: <cindyjoy@yahoo.com>

To: "MKrepelka@town.arlington.ma.us" <MKrepelka@town.arlington.ma.us>

Date: Tue, 14 Jun 2016 18:30:33 +0000 (UTC)

Subject: Appeal for Board of Selectmen

Dear Marie Krepelka,

I am seeking permission to have a tree removed from in front of my house at 58 Richfield Rd. that has caused significant damage and will continue to do so. The sidewalk, my retaining wall, my driveway that I had to have repaved and the roots dislodged my sewer pipe which cost \$5600. to repair. I understand that it is my cost to have it removed and I will pay to have another tree planted. I have been through the procedure of advertising, posting and having a tree hearing. Two emails were sent (no one that lived anywhere near me) to the Department of Public Works not wanting any tree removals in Arlington, so my request was denied. Michael Rademacher, the Director of Public Works sent me a letter stating that I should contact the Board of Selectmen to procede with an appeal.

Sincerely,

Cynthia Johnston

781-643-3072

CindyNJOY@yahoo.com



DEPARTMENT OF PUBLIC WORKS

TOWN OF ARLINGTON
51 Grove Street
Arlington, Massachusetts 02476
Telephone (781) 316-3104, Fax (781) 316-3281

May 23, 2016

Cynthia Johnston
58 Richfield Road
Arlington, MA 02474

RE: 58 Richfield Road Tree Hearing

Dear Ms. Johnston:

As you had requested, a tree hearing was held on May 20th for the purpose of discussing the removal of a tree in front of 58 Richfield Road. As required by Massachusetts General Law, a notice of the hearing, which identified the size, type and location of the tree in question, was posted on the tree and at Town Hall and the Public Works building more than seven days prior to the hearing. In addition, the hearing was advertised in the Arlington Advocate on May 12th and 19th,

Prior to the hearing on May 20th, two forms of correspondence were received by this office opposing the removal. They are attached for your reference.

Due to the objections, your request to remove the tree is denied. If you care to appeal this decision, you can do so with the Board of Selectmen. Please contact the Selectmen's Office if you care to proceed with an appeal.

If you have any questions do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Rademacher", is written over the word "Sincerely,".

Michael Rademacher
Director of Public Works

Christine Deshler
65 Huntington Road
Arlington, MA 02474

Tree Warden
Town of Arlington
51 Grove Street
Arlington, MA 02474

Re: Tree Hearing 58 Richfield Road

Dear Sir:

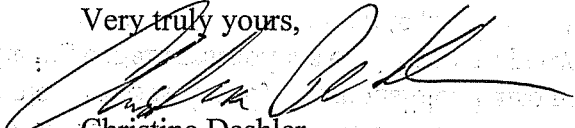
I write to oppose the removal of the red maple street tree at 58 Richfield Road, Arlington, Massachusetts.

Unless it presents a hazard to life or property, which this tree does not (or else a tree hearing would not have been scheduled), there is no reason to permit a mature, native street tree such as this to be removed. I find it particularly inappropriate for the town to permit the removal of large mature native street trees now after having just asked for and received from Town Meeting a substantial \$140,000 increase in the Natural Resources Division budget for the purpose of purchasing and maintaining town trees. To allow street trees to be removed while at the same time begging for additional money to plant trees is fiscally irresponsible. I also note that the same Town Meeting passed a bylaw placing certain restrictions on private property owners from cutting trees down during construction work on their own private property. What kind of message is the town sending to those private property owners when it shows an unwillingness to protect its own trees?

Finally, I would like to add that I could not find a notice of the tree hearing on the DPW's website under "News and Notices" nor was the tree hearing listed on the town's website calendar. I therefore request that the hearing be postponed until additional notice is given so that others may have the opportunity to voice their objections as well.

Should the property owner requesting the removal of this street tree appeal any decision by you to deny the removal of the tree, I respectfully request that this letter be forwarded to the Board of Selectmen.

Very truly yours,


Christine Deshler

Ask a Question Details

*Category:

Public Works ▼

*Sub Category:

Public Works - Other ▼

*Subject:

Tree hearing Input re: 58 Ritchfield Rd

*Provide details here:

I am not in favor of removing the mature and nicely shaped Red Maple in front of 58 Ritchfield Road. It is an community asset to have this native tree as part of the town's tree canopy. It appears sound and without any imminent areas of concern that would make safety an issue. Please retain this tree for Arlington.

Michelle Durocher
Town Meeting member, Pct 19

Message History

Christine Deshler
65 Huntington Road
Arlington, MA 02474

Tree Warden
Town of Arlington
51 Grove Street
Arlington, MA 02474

Re: Tree Hearing 58 Richfield Road

Dear Sir:

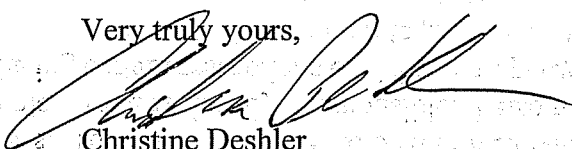
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Michelle Durocher
Town Meeting member, Pct 19

Message History



Town of Arlington, Massachusetts

For Approval: Transportation Advisory Committee Recommendations:

Summary:

- a) Crosswalk on Warren Street @ Wyman Street and Beacon Street
Scott Smith, TAC Working Group Lead
- b) "No Parking from 7:AM -9:00 AM" Sign @ 14 -16 Mill Street
Howard Muise, TAC Chair
Marjorie Moores, TAC

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	WarrenBeacon_TAC_report_(1).pdf	TAC Recommendations for Crosswalk on Warren Street
▣ Reference Material	Mill_St_Parking_7-6-2016_Final_(1).pdf	TAC Recommendations for Mill Street



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Laura Wiener

To: Board of Selectmen

From: Transportation Advisory Committee (TAC)

Subject: ACTION: Marked Crosswalk at Warren and Beacon/Wyman Streets

Date: 6 July 2016

In early 2016, a resident requested installation of a marked crosswalk at the above-referenced intersection. The proposed crosswalk location is in a small 3-parcel neighborhood business district (B2), consisting of 84, 91 and 92 Warren Street, surrounded by a two-family residential district (R2). One of the storefronts is currently vacant. In the 3 years between 2010 and 2012, there were 6 state-reported crashes at this location. 5 were angle crashes, and 1 was a single vehicle crash.



On Wednesday March 9, we observed conditions between 5 and 6 PM, in nice weather.

- 36 pedestrians crossed Warren Street within 100 feet of the intersection. They included a number of children. Most pedestrians crossed on the northwest side of the intersection.
- Even in the absence of a marked crosswalk, several motorists stopped to let pedestrians cross
- There were 32 instances where a pedestrian would have needed to wait more than 30 seconds before crossing, with 15 instances where the delay exceeded 60 seconds¹.
- The nearest existing crosswalk on Warren is at Rawson Road, a distance of nearly 600 feet
- On the Beacon Street side ramps appear to be fairly new; they are old on the Wyman Street side
- 40 vehicles entered the intersection from either Beacon or Wyman
- Parked cars on Warren severely impeded visibility for motorists entering from Wyman; many drivers on Warren slowed down before passing through the intersection. One near miss was observed.

In 2007, TAC had unanimously voted to install crosswalks on Warren at Rawson Road and Franklin Street, on the basis of observed pedestrian volumes of 19 and 30 pedestrians / hour, respectively². Adding a marked crosswalk at Warren / Wyman / Beacon would be consistent with this precedent.

In its July 2016 meeting, TAC voted unanimously to recommend that a crosswalk be added at Warren / Wyman / Beacon, on the northwest side of the intersection. It is also recommended that a No Parking Here to Corner sign be installed facing Warren Street eastbound, 20 feet from the crosswalk, on the approach to Wyman Street. As part of installing the crosswalk, the DPW would install ADA compliant wheelchair ramps at all four corners (see attached plan).

Respectfully submitted,
Scott Smith – Working Group Lead
Howard Muise - Chair

¹ A gap of at least 10 seconds in traffic flow was considered enough to allow a pedestrian to cross.

² TAC Report, Crosswalks on Warren Street, June 4, 2007.

Transportation Advisory Committee Members:

Wayne Chouinard, Seth Federspiel, John Hurd, Melissa Laube, Jeff Maxtutis, Marjorie Moores, Howard Muise,
Officer Corey Rateau, Jeanette Rebecchi, Scott Smith, and Laura Wiener

Web site: www.arlingtonma.gov/tac



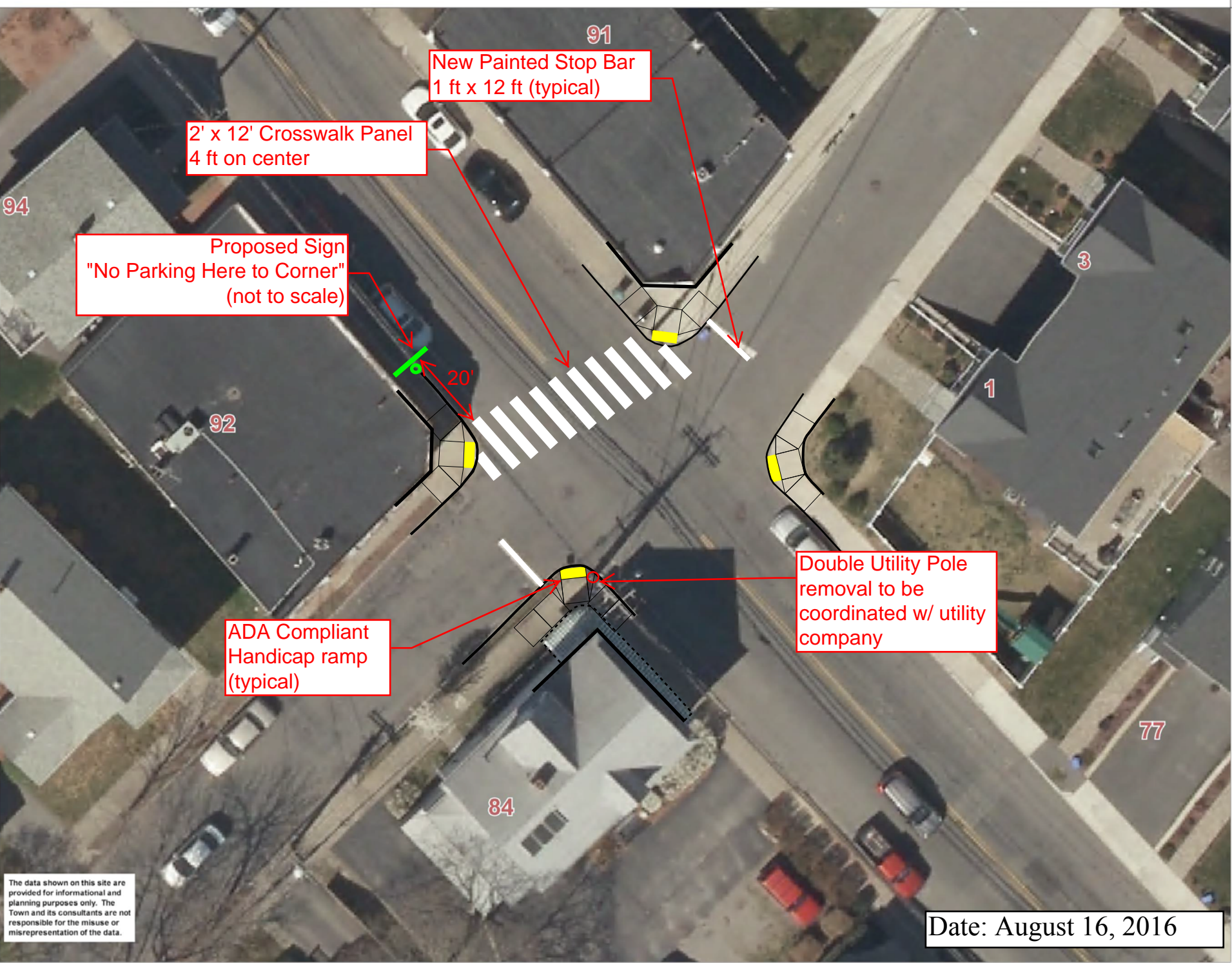
Places by Category

- Police Station
- Fire Station
- School
- Library
- Public Works

MA Highways

- Interstate
- US Highway
- Numbered Routes

Abutting Towns



The data shown on this site are provided for informational and planning purposes only. The Town and its consultants are not responsible for the misuse or misrepresentation of the data.

Date: August 16, 2016

0 36 72 ft

Printed on 06/08/2016 at 01:28 PM

Warren-Wyman Crosswalk Sketch



TRANSPORTATION ADVISORY COMMITTEE

Arlington Planning Department, 730 Mass Ave,
Arlington MA, c/o Laura Wiener

To: Board of Selectmen

From: Transportation Advisory Committee (TAC)

Subject: Parking at 14-16 Mill Street

Date: July 6, 2016

Background

A resident has requested (through the BoS) an investigation of on-street parking on Mill Street that may impede traffic flow during the morning peak hours. There are 2 designated on-street parking spaces on the west side of Mill Street fronting the High Rock Church building. The spaces are signed for "One Hour Parking 9 AM-7 PM". These parking spaces are immediately to the south of Mill Brook Drive. The intersection of Mill Street/Jason Street/Mass Ave has two southbound lanes approaching Mass Avenue. The inside lane is designated for a left turn only; the outside lane is a shared thru-right lane. The two southbound approach lanes on Mill Street extend back to approximately to Mill Brook Drive. When vehicles are parked in the Mill Street spaces in front of the High Rock Church building, one travel lane is blocked. As a result, vehicles queue into one southbound travel lane that extends back upstream towards Summer Street in the weekday morning commuter period.



Posted Parking Regulation



Traffic on southbound Mill Street
approaching Mass Ave



Traffic on southbound Mill Street
at the parking spaces in question

Observations

The TAC working group observed the traffic flow on Mill Street on Friday, June 3, 2016 for approximately 40 minutes from 7:26 AM until 8:07AM in good weather. During this busy morning commute, these observations were made:

- There were no vehicles parked in the 2 spaces on Mill Street;

- Traffic on Mill Street generally cleared the signal at Mill/Jason/Mass Ave in one cycle; and
- The vehicle queue was much shorter for the thru-right lane than the left lane.

We observed 25 cycles of the signal at Mill/Jason/Mass Ave. To determine if vehicles parked in the 2 spaces would obstruct the flow of traffic on southbound Mill Street, the number of times that vehicles were queued back to these spaces was recorded. The following results were observed:

- For the first 16 minutes, from 7:26 to 7:42 AM, the queue was long enough 5 out of 10 signal cycles to reach the spaces; and
- For the remainder of the observation period, from 7:42 until 8:07 AM, the queue was long enough every signal cycle, or 15 times, to extend back or beyond to the parking spaces. For three cycles the queue extended back to Summer Street.

Recommendations

The observations reinforce the concern that when vehicles are parked in the 2 on-street spaces on Mill Street at the High Rock Church building, the Mill Street southbound traffic flow toward Mass Ave is impeded during the busy morning commute period. Previous observations conducted by TAC confirmed this operation. When vehicles are in either one of these two spaces, the amount of storage space for southbound Mill Street vehicles is reduced, resulting in longer queue lengths on Mill Street.

It is recommended that parking should be prohibited between 7:00 AM and 9:00 AM weekdays for the two on-street spaces on southbound Mill Street in front of the High Rock Church building. This recommendation would not change the existing "One Hour Parking 9 AM-7 PM" regulation.

Respectfully submitted,
Jeff Maxtutis -- Working Group Lead
Howard Muise -- Chair



Town of Arlington, Massachusetts

For Approval: Abandonment of Easement at 54 Pleasant View Road and Spring Street

Summary:

Douglas W. Heim, Town Counsel

ATTACHMENTS:

Type	File Name	Description
Reference Material	Pleasant_View_Ave_2016_Abandonment_of_Easement.docx_(00018500)_(1).docx	Reference

ABANDONMENT OF EASEMENT

WHEREAS, the Town of Arlington, acting through its Board of Selectmen, did take certain easements in private lands located on Pleasant View Rd. and Venner Rd. in said Arlington, as more fully described in an Instrument of Taking dated April 6, 1942, recorded with the Middlesex South District Deeds, in Book 6591, Page 1, and shown on the plan filed with the Taking, Plan #213 of 1942, said easement being for the purpose of the extension of Venner Road, all as set forth in said Instrument of Taking, and

WHEREAS the Town has never exercised said easement or used the said land for such easement purposes.

WHEREAS, said Town, through its duly elected and qualified Board of Selectmen, deemed it desirable and expedient to abandon and release that part of said easement that crosses over the corner of 54 Pleasant View Rd. and Spring St, Arlington, MA, shown as Lots 83 and 84 on Plan #213 of 1942, and to that end, the Town of Arlington, at the 2016 Annual Town Meeting, duly called, under Article 29, voted, by a 2/3 majority to abandon and release that part of said easement;

NOW THEREFORE, the said Town of Arlington, acting through said Board of Selectmen, by virtue of the power and authority conferred by said Town Meeting and every other power and authority, does hereby abandon and release that part of said easement to the lawful owners, or those claiming under them all the right, title and interest of said Town acquired by said taking in the land as described in said Instrument of Taking, and does hereby abandon so much of said easement as crosses over the premises of David D. Dolan and Sara Q.

Dolan property, 54 Pleasant View Rd., Arlington, MA, shown as Lots 83 and 84 on Plan #213 of 1942, pursuant to the terms of Article 29 of the 2016 Annual Town Meeting vote regarding same.

Said easement for a public way is hereby to be abandoned.

IN WITNESS WHEREOF the said Town of Arlington has caused these presents to be signed and its corporate seal to be hereto affixed by its Board of Selectmen on this 22nd day of August, 2016.

TOWN OF ARLINGTON

Diane M. Mahon, Chair

SELECTMEN

Daniel J. Dunn, Vice-Chair

OF THE

Kevin F. Greeley

TOWN OF

Joseph A. Curro, Jr.

Steven M. Byrne

ARLINGTON

COMMONWEALTH OF MASSACHUSETTS

COUNTY OF MIDDLESEX

On this 22nd day of August, 2016, before me, the undersigned notary public, personally appeared Diane M. Mahon, Daniel J. Dunn Steven M. Byrne, Joseph A. Curro, Jr., and Kevin F. Greeley, proved to me through satisfactory evidence of identification, which were driver's licenses, to be the free act and deed for the Town of Arlington, and acknowledged to me that they signed it voluntarily for its stated purpose.

Before me, _____
Notary Public



Town of Arlington, Massachusetts

Discussion: Future BoS Meetings

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Calendar_2016.pdf	2016 Calendar, September - December

September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 LABOR DAY	6	7	8 STATE PRIMARY ELECTION	9	10
11	12	13	14	15	16 TOWN NIGHT	17 TOWN DAY
18	19	20 MINUTEMAN ELECTION	21	22	23	24
25	26	27	28	29	30	

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 COLUMBUS DAY	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 HAPPY HALLOWEEN					

November 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8 PRESIDENTIAL ELECTION	9	10	11 VETERANS' DAY	12
13	14	15	16	17	18	19
20	21	22	23	24 HAPPY THANKSGIVING	25 TOWN HALL CLOSED	26
27	28	29	30			

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 MERRY CHRISTMAS	26 TOWN HALL CLOSED	27	28	29	30	31



Town of Arlington, Massachusetts

Vote: Special Town Meeting, October 12, 2016

Summary:

Adam W. Chapdelaine, Town Manager



Town of Arlington, Massachusetts

For Approval: Opening of Special Town Meeting Warrant

ATTACHMENTS:

Type	File Name	Description
<input type="checkbox"/> Reference Material	Opening_of_Warrant_for_Special_Town_Meeting_10.12.doc	Reference

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

OPENING OF WARRANT FOR SPECIAL TOWN MEETING

October 12, 2016

At their meeting of Monday, August 22, 2016 the Selectmen voted to open the Warrant for a Special Town Meeting. The Special Town Meeting will take place on Wednesday, October 12, 2016 at 8:00 p.m. in the Arlington Town Hall. The Warrant will open Wednesday, August 31, 2016 at 8:00 a.m. and will remain open until 4:00 p.m.

_____	SELECTMEN
_____	OF THE
_____	TOWN
_____	OF
_____	ARLINGTON

A true copy.
Attest:

Richard T. Boyle
Constable, Town of Arlington

Date: _____



Town of Arlington, Massachusetts

Arlington Historical Society Receives Preservation Grant

Summary:

Stuart Brorson, President, Arlington Historical Society

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Arlington_Historical_Society_CR.pdf	Correspondence

FOR IMMEDIATE RELEASE

Contact: Sara Lundberg sara@arlingtonhistorical.org 781/648-4300

July 21, 2016

ARLINGTON HISTORICAL SOCIETY RECEIVES PRESERVATION GRANT

The Arlington Historical Society was recently awarded a \$15,000 grant to conduct an Architectural-Engineering Preservation Study of the Jason Russell House. The grant, from Massachusetts Preservation Projects Fund through the Massachusetts Historical Commission, is a 50% matching reimbursement program for properties listed in the State Register of Historic Places. The Preservation Study is needed to document existing conditions and to determine the plan and requirements for continued preservation and immediate stabilization. The Society is working to raise additional funds to match the grant and complete the project. If you would like to contribute to matching funds for this effort, please visit arlingtonhistorical.org/donate/

The Jason Russell House is listed both on the State Register of Historic Places and the National Register, and has both local and national significance as the site of the most intense fighting between retreating British soldiers and local civilians on April 19, 1775. It is currently interpreted as a historic house museum, owned and operated by the Arlington Historical Society. This captivating story is interpreted for the public through docent-led tours and a robust education program for area schools.

Not only does the Jason Russell House present the story of an important event in American history, but a tangible connection to the past. Successive owners did little to alter the original house. As a result, the house retains much of the original historic features, including musket ball holes from 1775. The Society purchased the home in 1923, saving it from possible destruction. The Society has been able to maintain the home for intervening decades, however some urgent preservation needs have arisen and a considerable amount of restoration work is needed. This Architectural/Engineering Preservation Study will become the core planning document, guiding and prioritizing projects, and ensuring that all conservation and rehabilitation projects are within standards for historic preservation.

The Massachusetts Preservation Projects Fund, established in 1984, supports the preservation of properties, landscapes, and cultural resources in the Commonwealth. Historic cultural resources frequently suffer from deferred maintenance, incompatible use, or are threatened by demolition. By providing assistance to historic cultural resources owned by nonprofit or municipal entities, the Massachusetts Historical Commission ensures their continued use and integrity.



Town of Arlington, Massachusetts

Solution to Lake Street Traffic Problem at Bike Path

Summary:

Richie Homs, 17 Marion Road

ATTACHMENTS:

	Type	File Name	Description
▢	Reference Material	Homs_Cr.pdf	Correspondence from R. Homs

Gladys Homs Family Realty Trust
Homs Family Realty Trust
200 Jericho Hill Road
Waltham, Mass. 02451
617-484-9000

Bike Path
Lake Street Arlington

Town of Arlington
Board of Selectman
Marie Krepelka
730 Massachusetts Avenue
Arlington, Mass. 02474
781-316-3022

August 16, 2016

Dear Marie,

After speaking with you this am it is now confirmed to me that The Town of Arlington has on its agenda looking into the traffic problem on Lake Street. As you are aware, my family I had been residents of East Arlington for over fifty (50) years. Now since both my parents have unfortunately passed, I am now a property owner of my childhood residence of 17 Marion Road located in East Arlington.

As I travel from my residence & business located in Waltham to Arlington many times monthly to manage my real-estate, it is still a continued problem with the overage of traffic barely moving completely down Lake Street until & under Route 2 which appears to being caused by the improper usage of The Bike Path. After carefully traveling this route for many years and now watching the traffic flow from the intersection of Orvis Road & Lake Street I have determined the following:

From the light @ Hardy School or Orvis & Lake to the Bike Path it can only manage four cars or so depending on size. Once the light turns green, the cars go but with the Bike Path continuing

traveling without concern of vehicles in route and not obeying the stop sign or safety rules which apply, the traffic comes to a halt as people panic or obey pedestrian right of way. This behavior generates traffic to never have the ability to travel as it should and only allows four (4) cars at a time until light turns red causing huge traffic congestion.

A suggestion I would like to put forward to this matter I feel would be to install a Pedestrian & Bicycle Traffic Light on both sides of The Bike Path approaching Lake Street. Leaving this matter anymore unattended would simply continue to make this area of Arlington more unsafe than it already is.

I hope you add my suggestion to the others that I have been advised is coming in to your office for consideration.

Thank you once again for taking my call & acceptance of this letter,

Richie Homs
GHFRT
17 Marion Road
East Arlington, Mass. 02474



Town of Arlington, Massachusetts

Request Traffic Pattern Change on Bow Street at Sunset Road

Summary:

Eric Bourassa, 61 Sunset Road

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Bourassa_CR.pdf	Correspondence from E. Bourassa

-----Original Message-----

From: eric bourassa <ericbourassa@hotmail.com>

To: "MKrepelka@town.arlington.ma.us" <mkrepelka@town.arlington.ma.us>

Date: Mon, 15 Aug 2016 15:04:18 -0400

Subject: FW: Changing the traffic pattern on Bow Street

Hello Marie,

Good speaking to you on the phone. I appreciate your quick response.

Jeremy did send me the email chain below. While I agree with Corey that a stop sign probably doesn't make sense for this intersection, I think there are other improvements that could be made like signage, or street markings, or even the use of a pedestrian cone or bollard, to make the intersection safer to cross.

I'd like to request that the Arlington Transportation Advisory Committee review the intersection, conduct a sit visit, and see what recommendations they may have to make pedestrian crossings safer.

Again, it's the intersection of Bow Street and Sunset Road. As you know there are many people--including children and parents pushing baby strollers--that cross at the site to get to the bike path. There is an access point to the Minuteman just past Craig's Landscaping.

Let me know if I should submit a more formal email to the Board of Selectman. I've spoken to a number of other neighbors and they are all supportive of TAC review.

Best Regards,

Eric Bourassa
61 Sunset Road
Arlington, MA 02474
401-339-6901

On Tue, Jun 28, 2016 at 3:50 PM, Jeremy Faller <jeremy.faller@gmail.com> wrote:
FYI

Marie:

I appreciate your and Officer Rateau's effort. I have a comment about your e-mail below:

On Tue, Jun 28, 2016 at 3:23 PM, Marie Krepelka <MKrepelka@town.arlington.ma.us> wrote:

He does not think it would have adequate sight distance for a crosswalk based on engineering standards nor would it have the pedestrian crossing volume to warrant putting in one.

This statement is doublespeak. :) The intersection cannot simultaneously have "inadequate sight distance" for a crosswalk and be safe for pedestrians crossing when there isn't one. It's exactly BECAUSE there's inadequate sight distance that makes this intersection dangerous. Similarly, the lack of an accident is in no way indicative that the intersection is safe. Do we not put in crosswalks until people are hit by cars? That seems like closing the barn after the cow's escape.

I would like to meet with Officer Rateau. I would like to understand what studies/data/petitions we need. I'm confident I can show my concern to Officer Rateau -- a simple afternoon with a radar gun and a clipboard will show that the traffic along Bow st. is ignoring the posted 20MPH speed and some mechanism to retard the traffic is necessary.

Given enough time before the meeting, I might be able to secure additional concerned citizen statements; but, I am at his command for when/where he would like to meet.

Thanks in advance for setting this up, and thank you (and Officer Rateau!) for pursuing this so far.

Warmest Regards,
Jeremy Faller

----- Forwarded message -----

From: **Marie Krepelka** <MKrepelka@town.arlington.ma.us>

Date: Tue, Jun 28, 2016 at 3:23 PM

Subject: Re: Changing the traffic pattern on Bow Street

To: Jeremy Faller <jeremy.faller@gmail.com>

Hi Jeremy:

Sorry for taking so long to get back to you with your request regarding the traffic pattern on Bow Street. I just heard back from Officer Corey Rateau, Traffic Division of the Arlington Police Department, and he stated that there is no reason to put in a stop sign to accommodate a trail access to the bike path -- it is not an intersection but just an access. It also does not

meet any of the warrants for a multi-way stop sign at Sunset Road. He does not think it would have adequate sight distance for

a crosswalk based on engineering standards nor would it have the pedestrian crossing volume to warrant putting in one.

We have no data to supports that this is a dangerous intersection. Officer Rateau went back almost eight years ago and there was

only one crash when a DPW truck slid on the ice coming down the hill (Sunset Road) and hit a car on Bow Street

Unfortunately, all of the suggestions made would actually make the street less safe to travel on because it would be contrary to

the engineering practices of how roads are designed and intersections are controlled.

If you would like to meet with Officer Rateau to discuss this further, please contact me and I will arrange said meeting.

Kind regards.

Marie

Marie A. Krepelka
Board Administrator
Arlington Board of Selectmen
730 Massachusetts Avenue
Arlington, MA 02476
Phone: 781-316-3022
Fax: 781-316-3029
www.arlingtonma.gov

-----Original Message-----

From: Jeremy Faller <jeremy.faller@gmail.com>

To: mkrepelka@town.arlington.ma.us

Date: Mon, 6 Jun 2016 15:16:37 -0400

Subject: Changing the traffic pattern on Bow Street

Marie:

I would like to petition the BoS to change the traffic pattern on Bow Street. Specifically, I'd like to make the intersections/crossing near Bow Street and the bike path safer. The blind corner at Bow and Sunset is extremely dangerous, and at a minimum I'd like to see a stop sign there -- preferring a crosswalk, or even an elevated crossing area.

Would you be so kind as to tell me how I go about petitioning the BoS? Do I start with an online petition like was done for the Mill Street crossing (<http://patch.com/massachusetts/arlington/arlington-residents-petition-change-jasonmill-stmass-ave-intersection-0>), or is there another mechanism I should pursue?

Thanks in advance, and if this e-mail's reaching you in error, I'd be happy to reroute it to the appropriate party.

Regards,

Jeremy Faller
59 Blossom st.
Arlington, MA 02474



Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION